



21 - 22 February 2017 | Ritz Carlton DIFC, United Arab Emirates

Advancing Underground Space

Registration Form

Please complete the registration form and email to MCI Middle East LLC atc@mci-group.com
You can also register online at www.atcita.com

Personal Details

Title: Prof. Dr. Mr. Ms. Mrs. Others

First name(s)*: _____ Last name*: _____

Job Title*: _____ Department*: _____

Organisation*: _____

In case of emergency please provide a contact detail:
Name: _____ Phone: _____ Email: _____

Speciality

- Tunnelling Consultants, Contractors, Suppliers Tunnel Designers Tunnelling Specialists Equipment suppliers
- Tunnelling & Underground Space Manufacturers Tunnel lining specialists and service providers Academics
- Engineers, Architects, Surveyors Engineering service companies Fire, Life, Safety, and Ventilation Companies
- Petroleum and Oil & Gas Companies

How did you hear about this event? (Please select all that apply)*

- Email Google / Internet Search Online Banner / Internet SMS
- Phone call from the organiser Social media (Facebook, LinkedIn, Twitter, Instagram, Blogs)
- Via Business Relation / Colleague Other Specify: _____

Main Address*: _____

City: _____ State: _____ Country*: _____ Postal / Zip Code: _____

Phone* : _____ Mobile*: _____ Email*: _____

Registration Fees

Registration Fees	Early Bird Registration (1 Oct - 1 Dec 2016)	Late Registration (1 Dec 2016 - 18 Feb 2017)	Onsite Registration (21 - 22 Feb 2017)
<p>• *Please enter Membership # _____ Joining date: _____ Expiry date: _____</p>			
<input type="checkbox"/> SOE - UAE Member	AED 1,600	AED 2,000	AED 2,200
<input type="checkbox"/> Association Partners - Member			
<input type="checkbox"/> Non-Member	AED 1,900	AED 2,300	AED 2,500
<input type="checkbox"/> Student (Full Conference)	AED 800	AED 800	AED 800
<input type="checkbox"/> Student (1 Day Access)	AED 500	AED 500	AED 500

• For administrative and preparatory reasons, pre-registration is possible until 18th Feb 2017 (GMT+ 4), From this date onwards, we advise you to register and pay the applicable on-site registration fee on-site, during congress registration hours, commencing on 21st Feb 2017.

• Valid ID required onsite for membership and student discounts

Total Registration Fees	_____ AED
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*Gala Dinner

21 February 2017, 19:00 - 21:00

AED 400 Per Person

Total Gala Dinner Fee

AED

Airport Transfers

	Transfer	Date of arrival / departure	Flight No.	Flight time	Price per person	No. of persons	Sub total
<input type="checkbox"/>	DXB Airport to Hotel				AED 250		
<input type="checkbox"/>	Hotel to DXB Airport				AED 250		

Total Airport Transfers

AED

VISA Service

Service	Day	Date	Price per person	No. of persons	Sub Total
VISA Service*			AED 605		

*After submitting the complete registration form and paying the fees, the conference organizer will send a confirmation for the registration and a visa application form. Visa issuance is subject to approval from Dubai Immigration. To avail Visa Service, booking of the hotel through MCI Middle East LLC is mandatory. Your visa application must be made by 20 Jan 2017.

Total Visa Services

AED

Hotel Accommodation

	Hotel	Room type	Single room per night	Double room per night	Check in date (dd/mm)	Check out date (dd/mm)	No. of nights	Sub Total (AED)
<input type="checkbox"/>	Ritz Carlton DIFC	Standard Room	AED 940	AED 1,050				

- Hotel rooms are booked on a first come first serve basis. To guarantee a hotel reservation, a compulsory deposit covering your entire stay must be paid by bank transfer or will be charged to your credit card. Bookings will be subject to availability only at the time of reservation
- For your convenience all hotel rates include Buffet Breakfast, 10% municipality fee and 10% service charge
- Hotel Check in: 15.00 hrs; Check out: 12.00 hrs. In case of early check in, we would kindly request you to pre-book your room to one night prior
- Please note that the deadline for guaranteed room reservations is (20 Jan 2017). Requests for room reservations after this deadline can only be handled upon availability and with credit card guarantee

Total Hotel Accommodation

AED

Terms & Conditions

- Registrations are confirmed only upon payment receipt.
- Registration fee apply as per the date of payment.
- If the payment is made within 10 days to the event date, a proof of payment or a credit card/letter of guarantee will be required.
- Should your payment not be received 10 days prior to the event date, the Event Organizer reserves the right to cancel your pre-registration.
- *The Gala Dinner Venue will be advised closer to the event. If the minimum number of attendees is not met then the dinner venue / date may change.
- If you cannot attend the event, we are happy to accept a substitute delegate until 20 Jan 2017. After this date, name changes can only be coordinated onsite with a fee of USD 20.00 or AED 75.00 per name changed

Cancellation & Refunds

- 100% refund - cancellation 30 days before the event date with a deduction of administrative fee of AED 365.00
- No refund - 100% cancellation fee will be charged for any cancellations 30 days prior to the event date.

Sub - Totals

Subtotal Registrations - Main Conference	AED
Subtotal Hotel Accommodation	AED
Subtotal Gala Dinner	AED
Subtotal Visa Service	AED
Subtotal Airport Transfers	AED
GRAND TOTAL	AED

Payment Mode 1

Bank Transfer

Beneficiary	MCI Middle East LLC
Account	Bank Account (AED): 1011 233252 601 / IBAN: AE200260001011233252601 Bank Account (USD): 1021 233252 602 / IBAN: AE280260001021233252602
Bank	Emirates NBD
Address	P.O. Box 11954, Al Souk Branch, Dubai, U.A.E.
Swift Code	EBILAEAD

* Please indicate your name, your reference number and ATC 2017 against remittance reference enabling our bank to accurately locate your payment

Payment Mode 2

Credit Card Payment Authorization

Only Visa and MasterCard are accepted.

I hereby authorize MCI Middle East LLC to debit my credit card as follows

Visa MasterCard AMEX Credit card number: Expiry Date: /

Credit Validation code (3 digits on reverse of your credit card): Grand Total AED:

Credit card holder's name (please print): _____

Signature: _____ Date: _____

Please fax or email a copy of both sides of the credit card including your passport copy to: MCI Middle East LLC P.O. Box 124752, Dubai. Fax: +971 4 311 63 01.

Email: atc@mci-group.com

Contact Details

MCI Middle East LLC (Congress Secretariat) | Address: P.O. Box 124752 | Dubai, United Arab Emirates

Phone: + 971 (0)4 311 6300 | Fax: + 971 (0)4 311 6301 | Email: atc@mci-group.com | Website: www.atcita.com

