

CONFERENCE REGISTRATION FORM
 "Logistics and Port Services in the e-Commerce Era"

APA Conference & Exhibition
 25-26 May 2004, New World Hotel Saigon, Vietnam

REGISTRATION: Please register the following delegate:

(Copy of Name card)

OR

Name (Dr/Mr/Mrs/Ms) _____

Title _____

Company: _____

Address: _____

Post Code: _____ Country: _____

Tel: _____ Fax: _____

E-mail Address: _____

The Company is entitled to a Discount of 10% on conference registration fee as: APA member port; Exhibitor

Accompanying person(s), not conference registration delegate(s):

1. _____

2. _____

Other requirements:

- Extra copi(es) of the conference documentation (to be collected at the venue)
- * Airport transfer (flight details to be notified)
- * Hotel reservation: _____ room(s) rate _____ for _____ nights from _____ to _____
- Entry visa support (copy of passport attached)
- Playing golf on May 27 (7:00-12:00) @ US\$80/player
- Organized tour/visit (registration on arrival)
- We are interested also in Sponsorship opportunities

PAYMENT

Conference registration fee : US\$ _____
 (Taken into account registration date and applicable discount, if any)

By Telegraphic Transfer into the following account:
Saigon Port
 Account No. (US Dollar) : **0071370083044**
Vietcombank, Ho Chi Minh City Branch, Vietnam
 With reference "APA Conference 2004"+ your Name in payment instruction and attach copy of the payment receipt.

By Credit Card: , , , 

Card number _____

Card holder's name _____

Expiry date _____ Singature _____

To: Vietnam Seaports Association (VPA)
 3 Nguyen Tat Thanh, District 4, HCMC, Vietnam
 Tel: (848) 9401030 / 8254362; Fax: (848) 8263092
 E-Mail: vpa@hcm.vnn.vn

VENUE:



New World Hotel Saigon
 76 Le Lai St., District 1, Ho Chi Minh City, Vietnam
 Tel: (848) 8228888, Fax: (848) 8230710
 E-mail: dos.incentives@newworldvietnam.com

Special rates (breakfast incl.) for APA Conference delegates:
 Deluxe Single: US\$70++, Deluxe Double: US\$78++
 Executive Single: US\$80++, Double: US\$88++
 • Room rates are subject to 10% VAT and 6% service charge.
 (*) Delegate can book room + airport transfer directly with the hotel
 Meter taxi (Airport-Hotel): about US\$3.0
 TSN Airport tax: US\$ 12.

REGISTRATION FEE	Before May 10 th	After May 10 th , 2004
Delegate	US\$450	US\$500
(50% discount for local maritime community members / stakeholders)		

Conference documentation: US\$50 / copy at the conference site.

Conference fee is inclusive of conference documentation in delegate bag, lunches, refreshments for two days, visitor pass to exhibition area, tour/shopping for accompanying persons ...

IMPORTANT NOTICES:

1. **Payment** is required with registration and must be received prior to the Conference. **Walk-in delegates** with payment will only be admitted on the basis of space availability at the Conference and with immediate full payment is US\$.
2. Each delegate is to register individually using this Form.
3. **Group registration.** Payment by Telegraphic Transfer by a Company for a group of delegates is also acceptable by using a Company fax cover sheet listing the name of delegates (and accompanying persons, if any) sent to the Organizer with copy of payment receipt and individual registration forms attached. Group registration will benefit a further discount of 10% on total conference fee deductible before affecting payment.
4. **Bank charges** for the payment are to be deducted from the participating organization's own accounts.
5. The Organizer will promptly **acknowledge receipt** of payment by fax or E-mail. Please make sure your mailing address is correctly typed/written.
6. **Cancellation:** all cancellation of registration must be made to the above address in writing. If cancellation is received before the Conference:
 - a) More than 15 days: a full refund of the conference fee, less 10% administrative charge will be given.
 - b) 7-15 days: a 50% refund of the conference fee and a set of conference documentation will be given.
 - c) Less than 7 days: no refund will be given but a nominated substitute is welcome to take your place.
7. **Entry visa:** the Organizer will assist the delegate to get entry visa to Vietnam, if required, by sending invitation letter and applying for approval of visa from Vietnam based on passport particulars provided. Delegate is advised to submit application for entry visa at the Vietnamese Embassy in the respective country in time for the above or to apply for a tourist visa through a travel agent.