



**CITCSA**  
COUNCIL FOR INTERNATIONAL TRADE & COMMERCE SOUTH AUSTRALIA



**Registration Form**  
**“Celebrating 50 years of ASEAN”**  
**Business Forum and Networking Dinner**  
**March 31<sup>st</sup> 2017**

**Venue**

The main venue for the Business Forum and Networking Dinner will be the Adelaide Convention Centre, North Terrace, Adelaide.

**Preferred Hotel**

Our preferred accommodation hotel is the InterContinental Adelaide on North Terrace with a special rate for delegates of \$235 per night for a Superior king room or twin

link to book <https://aws.passkey.com/go/50yearsASEANBusinessForum2017>

**Getting there**

The Adelaide Convention Centre and the InterContinental Hotel Adelaide are approximately 15 minutes' drive from the Adelaide Airport. A taxi is approximately \$25 one way or shuttle buses are available for approximately \$12 one way. Various car parks are available on North Terrace or valet parking is available at the hotel for \$50 per day (subject to availability).

**Registration Desk**

All delegates must register to attend the Forum. The registration desk will be located outside the entrance to the Main Hall in the Adelaide Convention Centre and will be open from 7.30am on Friday March 31<sup>st</sup>

**Registration fees and Payment**

**Early Bird (until February 28<sup>th</sup> 2017)**

- Registration including Business Forum and Networking Dinner,  
Members of CITCSA member organisations and affiliates **\$330 per person**  
Non members **\$440 per person**
- Networking Dinner only \$187 per person

**After March 1<sup>st</sup> 2017**

- Members of CITCSA member organisations and affiliates. \$385 per person
- Non members \$495 per person
- Networking Dinner only \$187per person

### **Registration Fees and Payment**

Payment must accompany the registration form and may be made by cheque or money order made payable to **ASEAN Forum 2017**"; by electronic funds transfer to **ASEAN Forum** BSB No **105-900** Account Number **971204440**

Please enter your surname as the statement reference to identify your EFT payment, and send a remittance advice by post or email to the contact details listed under Registration.

Payment is also available by credit card (**Visa or Master Card only**) and will incur merchant fees of 2.8%. Your registration will be acknowledged in writing with confirmation of your requirements according to your registration form.

Please forward the registration form together with payment to:

ASEAN Business Forum and Networking Dinner 2017

C/- CITCSA

Level 1, 25 Peel Street

Adelaide SA 5000

Email [Trade@citcsa.org.au](mailto:Trade@citcsa.org.au)

You can register direct to CITCSA on the enclosed form or

Instant online registration is available at <https://www.eventbrite.com.au/e/celebrating-50-years-of-asean-business-forum-and-networking-dinner-2017-tickets-31085894748> Credit card charges apply.

### **Liability/Insurance**

In the event of industrial disruptions or natural disasters, the Celebrating 50 Years of ASEAN Business Forum and Networking Dinner 2017, the Organising Committee or CITCSA cannot accept responsibility for any financial or other losses incurred by delegates.

The Celebrating 50 Years of ASEAN Business Forum and Networking Dinner 2017, the Organising Committee and CITCSA take no responsibility for injury or damage to persons or property occurring during the Forum.

All insurance, including medical cover and for expenses incurred in the event of the cancellation of the Forum is the individual delegate's responsibility. The policy should include loss of fees/deposits through cancellation of your participation in the Forum, or through the cancellation of the Forum itself, loss of airfares for any reason, medical expenses, loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered.

The Forum Organisers will take no responsibility for any participant failing to adequately insure.

### **Cancellation Policy**

Registration cancellations must be sent in writing by mail, or email to the ASEAN Business Forum and Networking Dinner 2017. - - Registration cancellations received up to 30 days prior to the Forum will receive a full refund, less a \$50.00 handling fee.

Registration cancellations received less than 30 days and up to 14 days prior to the Forum will receive a 50% refund.

No refunds will be given for registration cancellations received within 14 days of the Forum; however a substitute delegate may be nominated.

**Privacy Policy**

Under the requirements of the Australian Privacy Act 2000, the Celebrating 50 Years of ASEAN Business Forum and Networking Dinner 2017 comply with such legislation which is designed to protect the rights of the individual to privacy of their information.

All information collected with respect to your registration for participation in this Forum will only be used for the purposes of planning, conduct of the event or communication regarding future events. These details may be made available to parties directly related to the Forum including but not limited to the Celebrating 50 Years of ASEAN Business Forum and Networking Dinner 2017, venues, key sponsors (subject to strict conditions) and other related parties as deemed necessary. It is usual to produce a 'Delegate List' of attendees at the Forum and to include the delegates' details in such a list.

By completing this registration form, you acknowledge that the details supplied by you may be used for the above purposes unless you opt out by ticking the box. It is your responsibility to ensure that all information provided to the Celebrating 50 Years of ASEAN Business Forum and Gala Dinner 2017 is accurate and kept up to date. To update your information, please email the organisers at [trade@citcsa.org.au](mailto:trade@citcsa.org.au)

# Celebrating 50 Years of ASEAN Business Forum and Networking Dinner 2017 Registration Form

Friday March 31<sup>st</sup> 2017

Or Register direct online at

<https://www.eventbrite.com.au/e/celebrating-50-years-of-asean-business-forum-and-networking-dinner-2017-tickets-31085894748> Credit card charges apply

Delegate Name \_\_\_\_\_

Organisation \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email\* \_\_\_\_\_

\* All information regarding the Forum will be sent to this address

**Privacy** (please tick one)

In registering for this forum relevant details will be incorporated into a delegate list for all delegates and sponsors **or**

Please do not include my details on the delegate list

**Early Bird Registration before February 28th** (please tick one)

Member - \$330 per person

Non member - \$440 per person

Registration includes attendance at the Forum all sessions, morning tea, afternoon tea and lunch at the Forum, and attendance at the Networking Dinner.

Networking Dinner only - \$187 (Guest name \_\_\_\_\_)

**Standard Registration after March 1<sup>st</sup> 2017**

Member - \$385 per person

Non member - \$495 per person

Registration includes attendance at the Forum all sessions, morning tea, afternoon tea and lunch at the Forum, and attendance at the Networking Dinner.

Networking Dinner only - \$187 ( Guest name \_\_\_\_\_ )-

**Do you have any specific dietary requirements for the lunch or the Networking Dinner**

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**Payment Details**

Receipts will be issued once registration is processed.

Cheque: Payable to "ASEAN Business Forum 2017"

Post to: ASEAN Business Forum and Networking Dinner 2017

C/- CITCSA, Level 1, 25 Peel Street, Adelaide 5000

Electronic Funds Transfer:

BSB: 105-900                      Account Number 971204440      Please place surname in reference box

Credit Card (merchant fees of 2.8 % apply):

MasterCard                       Visa

Card No. \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Expiry \_\_\_\_/\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

Code on back of card      \_ \_ \_ \_