

**WORLD COMMUNICATION FORUM KUALA LUMPUR 2015  
Merdeka Hall, Putra World Trade Centre, Kuala Lumpur**

**28 & 29 September, 2015**

**9:00 a.m. – 5:30 p.m.**

**REGISTRATION FORM**

**DELEGATE INFORMATION**

**Title:**  Mr. Mrs. Ms. Dr. other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*Type “x” in the middle of the appropriate box*

First Name (Given): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last (Family) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIETARY REQUIREMENTS**

Dietary Requirements: No Dietary Requirement Vegetarian Others  
If ‘Others’, please specify (Dietary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
**TRAVEL REQUIREMENTS**

1. Delegates must possess a valid passport or other internationally recognised travel documents endorsed for travelling to Malaysia, with a validity period of at least six (6) months beyond the time of stay allowed in Malaysia.
2. Delegates may request the Visa Invitation Request Form by email at [registration@wcfkl.my](mailto:registration@wcfkl.my). Please note that it is the sole responsibility of the Delegates to obtain the necessary paperwork for entry into Malaysia. The invitation letter will only be provided to Delegates who has registered and paid in full for the conference. This letter will facilitate but does not guarantee that you will be granted a visa.
3. Visa requirements are dependent on the country of origin and last port of disembarkation before entering Malaysia. For detailed information on visa applications, please visit: <http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>.
4. Registrants can also contact the nearest Malaysian consulate to confirm visa requirements.

**CONTACT DETAILS**

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(if different than the participant)

Company position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Add: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGISTRATION FEES**

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| --- | --- |
| **Entry Fees**  *Type “x” in the middle of the appropriate box* | Registration Only (two-day session) |
| **Early Bird** *\*From 14 July 2015 up till 31st August 2015* | €1500 |
| **Normal Rate** *\*From 14 July 2015 up till 31st August 2015* | €1750 |
| Special terms for [**WCFA**](http://www.forumdavos.com/World-Communication-Forum-Association) members ONLY: | €1500 |

**Registration fees INCLUDE:**

* 1. All plenary panels in the final agenda of WCFDavos|KualaLumpur session on 28-29 Sept'15.
  2. Lunches and coffee breaks as per the final agenda.
  3. Participant’s portfolio provided by the hosts: any prints, souvenirs, etc.
  4. Links to: photo summary of the event, presentations.
  5. Accommodation in a 5-star hotel for 3 nights: check-in on 27 September 2015 check-out on 30 September, 2015.
  6. Full board meals for a 3-day stay.
  7. Gala Dinner reception on 28 September, 2015.
  8. Welcome drinks.
  9. Return transfer from airport (kindly provide flight details once confirmed)

**Special Note:**

Official language of the conference is English.

Would you like a translation?

Type “x” in the middle of appropriate box: Yes No

Language Preferred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT MODE**

1. BANK TRANSFER must be made without charges to the beneficiary, and payable to “KOPERASI WANITA BERSATU MARAN BHD” in Malaysian Ringgit (MYR) or its equivalent.

Name of Bank: CIMB BANK BERHAD

Address: No. 47&48, Bangunan LKNP, Maran, Pahang, Malaysia

Account No: 80-0740187-8

Swift Code: CIBBMYKL

Important Note:

* Please include a copy of your bank transfer with your completed form and email to **registration@wcfkl.my**. Bank drafts and cheques (except for local cheque) will not be accepted for payment.
* Bank charges are to be borne by the payee.

2. LOCAL ORDER (Only Applicable for Malaysian Government Agencies)

Please mail the original copy of LO to World Communication Forum Kuala Lumpur 2015 Secretariat for verification.

No. Pesanan Kerajaan (L/O): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount (RM): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. CHEQUE (Only Applicable for Malaysian Cheques)

Please attach the cheque or copy of cheque deposit slip with your form.

Pro-Form Invoice issued upon receipt of this application (official invoice due after event – upon request), I’d like WCFKL Secretariat invoice to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company)

I hereby apply for participation and registration in the above event and accept to pay the due fees’ total amount of: € \_\_\_\_\_\_\_\_\_ in words, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS & CONDITIONS**

I understand the booking is subject to the below stated Terms and Conditions:

1. The contract is with **Koperasi Wanita Bersatu Maran Bhd (KOWAMA)**
2. In order to enjoy the Early Bird Rates, full payment of registration fees must be received on or before 31 August 2015.
3. A letter confirming the registration will be sent via email upon full payment of registration fees. Please bring along this confirmation letter and present it at the registration counter when collecting your delegate badge on 28 & 29 September 2015.
4. Payment of registration fees can be made via:
5. Telegraphic Transfer
6. Local Order (Applicable to Malaysian Government Agencies only)
7. Cheque (Applicable to Malaysia’s cheque only)
8. For payment made by Local Order (LO), please mail the original copy of the LO (Local Order) to the WCFKL 2015 Secretariat for verification before 15th August 2015. To enjoy Early Bird Rates, please send the original LO on or before 15th August 2015.
9. The Organiser reserves the right, and will inform Delegates on any alteration to any of the arrangements for the WCFKL 2015 including the cancellation of the event should unforeseen circumstances require such action. In the special circumstances that the entire event has to be cancelled, the Organiser will refund the registration fee to the Delegates. However, the Organiser will not be liable for other associated costs, e.g. accommodation and travelling expenses, and any inconveniences incurred to the Delegates due to the cancellation. Therefore, Delegates are advised to arrange for their own travel insurance.
10. All cancellation of registration must be done in writing and submitted to **registration@wcfkl.my**
11. Any refund of fees will be made only for cancellations received in writing at least 30 days prior to the event.
12. A 25% cancellation charge is due to cover administration costs. No refund for books or printed/other materials/souvenirs.
13. No refunds will be made for cancellations received within 30 days before the event.

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Delete underlined space before inserting a digital signature, or print the form and sign before returning a scan via email)