



## **ARCASIA OFFICE BEARERS / OFFICIAL DELEGATES NOMINATED BY MEMBER INSTITUTES**

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### **REGISTRATION FORM**

**(To be submitted by ARCASIA Office Bearers and Member Institutes ONLY)**

**Please confirm your participation by returning the form via email, or by post to the following address**

Event Secretariat of ACA17, Hong Kong

Room 1106-08, 11/F, C C Wu Building, 302-308 Hennessy Road, Wanchai, Hong Kong

Tel +852-3159-2900

Fax +852-2372-0490

E-mail: [aca17hk@creativegp.com](mailto:aca17hk@creativegp.com)

## 1. CATEGORY OF REGISTRATION (please ✓as appropriate)

CATEGORY	EARLY-BIRD REGISTRATION (REGISTER ON OR BEFORE 31 JULY)	STANDARD REGISTRATION (REGISTER AFTER 31 JULY)
<input type="checkbox"/> <b>ARCASIA OFFICE BEARER<sup>1</sup></b>	<b>C O M P L I M E N T A R Y</b>	
<input type="checkbox"/> <b>OFFICIAL DELEGATE<sup>1</sup></b>	<b>C O M P L I M E N T A R Y</b>	
<input type="checkbox"/> <b>ACCOMPANYING PERSON<sup>2 3</sup></b>	<b>USD 330</b>	<b>USD 380</b>

**NOTE:**

<sup>1</sup> Please note that ACA17 shall provide complimentary registration for all ARCASIA Office Bearers and Official Delegates only.

<sup>2</sup> Registration will only be processed upon receipt of payment. Confirmation email will be sent upon completion of registration process.

<sup>3</sup> Accompanying person registration is only applicable to spouse/partner/family members who accompany another person registered as any of the above. The accompanying persons' program includes attendance of Welcoming Cocktail Reception (Day-2), Networking Cocktail Reception (Day-3), ARCASIA Awards for Architecture (AAA) 2016 Presentation Dinner (Day-4), and Friendship Night (Day-5), but excludes conference session (Day-4 & 5).

## 2. PERSONAL INFORMATION (please ✓as appropriate) \* Required fields

**NAME OF MEMBER INSTITUTE**

**MEMBERSHIP NUMBER**

**SURNAME (FAMILY NAME)**

**FIRST NAME (GIVEN NAME)**

**TITLE**

☐ **MALE**    ☐ **FEMALE**

**NATIONALITY**

**PASSPORT NO.**

**ORGANISATION/ COMPANY**

**POSITION**

**ADDRESS**

**CITY**

**COUNTRY**

**TEL**

**FAX**

**MOBILE**

**EMAIL**



### 3. FLIGHT DETAILS\* (one-way transfer from airport to hotel will be provided)

ARRIVAL	AIRLINE	FLIGHT NO.
	DATE OF ARRIVAL	TIME OF ARRIVAL
DEPARTURE	AIRLINE	FLIGHT NO.
	DATE OF DEPARTURE	TIME OF DEPARTURE

Special Requirements (Dietary / Medical / Religious / Others): \_\_\_\_\_

**NOTE:**

1. Individual who needs tourist VISA to enter Hong Kong is required to apply by his or her own self or own travel agent.
2. Bus schedule from Hong Kong International Airport to Hotel will be provided in due course.

### 4. ACCOMMODATION\*

CHECK-IN DATE	CHECK-OUT DATE
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**NOTE:**

1. ACA17 shall provide complimentary accommodation for all ARCASIA Office Bearers from 25 to 30 September 2016 at The Harbourview ([www.theharbourview.com.hk](http://www.theharbourview.com.hk)).
2. ACA17 shall provide complimentary accommodation for TWO Official Delegates of each member institute under a shared room basis from 26 to 30 September 2016 at The Harbourview. For those who have official meeting on 26 September 2016 is required to inform event secretariat by email at [aca17hk@creativegpg.com](mailto:aca17hk@creativegpg.com) for an extra night's accommodation settlement.

### 5. SPECIAL ATTENTION

\*The below information is for Organiser's records only. All special requests are subject to availability.

**DIETARY REQUIREMENT**

☐ VEGETARIAN      ☐ BEEF FREE      ☐ PORK FREE      ☐ OTHERS:

**EQUIPMENT REQUIREMENT**

☐ WHEELCHAIR      ☐ BRAILLE MATERIALS      ☐ ASSISTED LISTENING DEVICES

☐ OTHERS (PLEASE SPECIFY): \_\_\_\_\_

Please move to Page 4 for individual registration.

## ACCOMPANYING PERSON

☐ ONE PERSON      ☐ TWO PERSONS      ☐ MORE THAN TWO PERSONS

☐ MR.    ☐ MS.    SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ ☐ SPOUSE / PARTNER  
☐ MR.    ☐ MS.    SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ ☐ SON  
☐ MR.    ☐ MS.    SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ ☐ DAUGHTER  
☐ MR.    ☐ MS.    SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ ☐ OTHER (PLEASE STATE THE RELATIONSHIP)

### 1. FLIGHT DETAILS\* (one-way transfer from airport to hotel will be provided)

ARRIVAL	AIRLINE	FLIGHT NO.
	DATE OF ARRIVAL	TIME OF ARRIVAL
DEPARTURE	AIRLINE	FLIGHT NO.
	DATE OF DEPARTURE	TIME OF DEPARTURE

Special Requirements (Dietary / Medical / Religious / Others): \_\_\_\_\_

**NOTE:**

- Individual who needs tourist VISA to enter Hong Kong is required to apply by his or her own self or own travel agent.
- Bus schedule from Hong Kong International Airport to Hotel will be provided in due course.

### 2. ACCOMMODATION\*

NAME OF HOTEL \_\_\_\_\_

CHECK-IN DATE \_\_\_\_\_ CHECK-OUT DATE \_\_\_\_\_

☐ Enquire for a list of recommended hotels for consideration

**NOTE:**

- Accompanying persons are required to make their own accommodation arrangements. For those who needs hotel suggestions, event secretariat will provide a list of recommended hotels for consideration.
- Special offers from hotels may be available based on a first-come-first-served basis.

### 3. SPECIAL ATTENTION

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**DIETARY REQUIREMENT**

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**EQUIPMENT REQUIREMENT**

☐ WHEELCHAIR      ☐ BRAILLE MATERIALS      ☐ ASSISTED LISTENING DEVICES  
☐ OTHERS (PLEASE SPECIFY): \_\_\_\_\_



## EVENT PARTICIPATION\*

Please confirm your attendance to the following events (please ✓/as appropriate)

DAY	EVENT	ARCASIA OFFICE BEARER / OFFICIAL DELEGATE	ACCOMPANYING PERSON
<b>26/9</b> (DAY-1)	<b>ARCASIA COMMITTEE MEETINGS</b>	<input type="checkbox"/>	<b>N/A</b>
	<b>ACA17 WELCOMING DINNER AT GOVERNMENT HOUSE</b>	BY INVITATION ONLY	<b>N/A</b>
<b>27/9</b> (DAY-2)	<b>COUNCIL MEETING DAY-1</b>	<input type="checkbox"/>	<b>N/A</b>
	<b>HKIA WELCOMING DINNER</b>	BY INVITATION ONLY	<b>N/A</b>
<b>28/9</b> (DAY-3)	<b>COUNCIL MEETING DAY-2</b>	<input type="checkbox"/>	<b>N/A</b>
	<b>NETWORKING COCKTAIL RECEPTION</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>29/9</b> (DAY-4)	<b>ACA17 CONFERENCE DAY-1</b>	<input type="checkbox"/>	<b>N/A</b>
	<b>ARCASIA AWARDS FOR ARCHITECTURE (AAA) 2016 PRESENTATION DINNER</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>30/9</b> (DAY-5)	<b>ACA17 CONFERENCE DAY-2</b>	<input type="checkbox"/>	<b>N/A</b>
	<b>FRIENDSHIP NIGHT</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1/10</b> (DAY-6)	<b>EXCURSION – APPRECIATING HISTORICAL BUILDING IN THE CENTRAL DISTRICT, HONG KONG</b> <b>*AN EXTRA FEE USD100 PER PERSON TO ENROLL</b>	<input type="checkbox"/>	<input type="checkbox"/>

\*For updated program, please visit [www.aca17hk.com](http://www.aca17hk.com)

ACA17 Conference Leading Sponsor



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## PAYMENT METHODS (please ✓ as appropriate)

### ☐ PAYPAL

Only Visa or MasterCard are accepted.

Please provide valid PayPal email address for PayPal payments.

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

### ☐ T/T TRANSFER

Please refer to the TT account information shown below and send the TT statement as supporting document to [aca17hk@creativegp.com](mailto:aca17hk@creativegp.com)

T/T Transfer details

Bank : Hong Kong & Shanghai Banking Corporation Limited

Bank Address : 1 Queen's Road Central, Hong Kong SAR

Account Name : HKIA Services Limited

Account No : 652-134263-001

Swift Code : HSBCHKHKKH

#### Terms and Conditions

1. 70% refund applicable for cancellation of registration before 31 July 2016.
2. 50% refund applicable for cancellation of registration before 31 August 2016.
3. No refund for cancellation of registration after 31 August 2016.
4. Banking commissions, if any, will be deducted from refund amount.
5. Registration confirmation will be sent upon receipt of full payment.
6. Cancellation request must be made in writing to the ACA17 Secretariat via email or fax. Cancellation request will only be considered complete with confirmation email.
7. All individuals will obtain a tourist visa by own self or own travel agent.

#### Personal Information Collection Statement

1. The purpose of collecting personal data by means of this form is to process your enrollment for ACA17.
2. In order to serve the specified purposes the personal data collected may be transferred to relevant parties. All information provided will be destroyed by 1 October 2017.
3. The personal data collected will not be disclosed to third parties other than those specified without your express approval, or unless required by law.
4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your enrollment will be void or delayed.
5. As a data subject, you have the right to request access and correction of the personal data under the Personal Data (Privacy) Ordinance. For such request, please contact event secretariat at [aca17hk@creativegp.com](mailto:aca17hk@creativegp.com).