

# Registration Form

## “ Senior Secretary Development Program ”

When: 17-19 May 2011,

Where: Sheraton Hotel, Abu Dhabi, UAE

Duration: 3 Days

Price: US \$ 1,800

Led By: Latifa Bahit

### Personal Details:

Name (Mr./Ms.): .....

Company: .....

Position:.....

E-mail: .....

Phone: .....

### Payment Details:

- \* Payments to be made in US \$.
- \* A confirmation letter and invoice will be sent to you on receipt of your registration and fees.
- \* Kindly note that the fee must be paid in full before the event. Only those delegates whose fees have been paid in full will be admitted to the event.

#### For payments by cheque:

- \* Please forward the registration form/s together with the cheque to IeMQ, PO Box 5062, Abu Dhabi, UAE.

#### For payments by direct deposit:

- \* Account Name: International Emirates Mngmnt Quality; Account Number: (USD) 11241007; Bank: Abu Dhabi Islamic Bank; Branch: Khalidiya Branch, PO Box 31545
- \* Please forward the registration form/s together with the remittance advice to IeMQ, PO Box 5062, Abu Dhabi, UAE.
- \* **For KSA Registration:** Bank:SAUDI FRANCE, Branch: Main - Dammam, Account Number: 37486600115 Branch Number: 003, Soft Code: BSFRSARIXXX, I BAN: SA565500000037486600115

#### Cancellations:

- \* If you have registered for a seminar but are unable to attend, a substitute attendee is welcome.
- \* If you cannot nominate a substitute and you wish to cancel the registration, then an administrative charge of US\$ 200 is applicable.
- \* If the cancellation notification is received less than five working days before the event, then the full registrtion fee is applicable.

#### Preliminary Schedule:

- \* This event schedule may change due to unforeseen circumstances. Any changes will be reflected on our website and the applicable brochures. IeMQ reserves the right to change event details, including dates, content, presenters and venues.