

HKIBIM Hong Kong BIM Conference 2012

REGISTRATION FORM

14 December 2012 (Friday), 9:00 a.m. – 4:30 p.m.

Harbour View Room, 3/F, The Excelsior Hong Kong, 281 Gloucester Road, Causeway Bay, Hong Kong

Delegate information

*Title: Dr. / Prof. / Ir. / Mr. / Mrs. / Ms. Membership number (If applicable) : _____
*Last Name: _____ *First Name: _____
Preferred name on the Conference Badge: _____
*Company _____ *Job Title: _____
Supporting organization (If applicable) : _____
*Address: _____
Country: _____
*Tel. no.: _____ *Email (For sending confirmation): _____

*To save your time in completing the form, you may simply attach a copy of your name card to the form.

Registration Fee

(Includes Buffet Luncheon and refreshment at The Excelsior)

	Early-bird registration (before 23-Nov-2012)	Full registration (after 23-Nov-2012)
➤ Regular Rate	HK\$ 600	HK\$ 700
➤ Member of HKIBIM & Supporting Organizations	HK\$ 500	HK\$ 600

Payment Method

Account Name: The Hong Kong Institute of Building Information Modelling

By cross Cheque payable to: **HKIBIM**. Please mail cheque with your completed registration form to **HKIBIM Hong Kong BIM Conference 2012**, Room 403, 4th Floor, Koon Fook Centre, 9 Knutsford Terrace, Tsim Sha Tsui, Kowloon, Hong Kong

By Direct Deposit to **HSBC**. A/C no.: **808-631188-838** (The HK I of BIM). Please email the Bank Pay-in Slip with your completed registration form to event@connect-pr.com or fax to **3013 9992**.

By Bank Transfer to **HSBC**. A/C no.: **808-631188-838** (The HK I of BIM). Please deposit funds to the following account and email the payment proof together with the registration form to event@connect-pr.com or fax to 3013 9992 for confirmation:

Swift Code: HSBCHKHHHKH

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

(Please print the participant's name and telephone number on the back of the Cheque / Bank Pay-in Slip / Payment Proof)

Where did you learn about the Conference?

<input type="checkbox"/> Email	<input type="checkbox"/> HKIBIM Facebook / LinkedIn	<input type="checkbox"/> Other website
<input type="checkbox"/> Via supporting organization	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Other:

Declaration

I have read and agreed to the important notes set out on this registration form.

Signature _____ Date _____

Please return the completed registration form with payment to:

HKIBIM Hong Kong BIM Conference 2012
Room 403, 4th Floor, Koon Fook Centre,
9 Knutsford Terrace, Tsim Sha Tsui, Kowloon, Hong Kong

IMPORTANT NOTES

Registration Procedure

Deadline for registration: 7 December 2012

1. **Online Registration:** www.hkibim.org
2. **Registration by Post:**
 - Please complete this registration form in BLOCK LETTERS.
 - Each form should only be used for one registration. It can be photocopied or downloaded from: <http://www.hkibim.org>
 - Registration is only valid upon receipt of full registration fee and confirmation by HKIBIM.

Method of Payment

- By Cheque:** Please return the completed registration form together with crossed cheque or bank draft in Hong Kong dollars that payable to: “**The Hong Kong Institute of Building Information Modelling**” or “**HKIBIM**”.
Mail the completed registration form or the online registration email together with your cheque to the following address:
HKIBIM Hong Kong BIM Conference 2012
Room 403, 4th Floor, Koon Fook Centre, 9 Knutsford Terrace, Tsim Sha Tsui, Kowloon, Hong Kong
- By Bank Pay-in** – Please make payment at any **HSBC to account no. 808-631188-838** (The HK I of BIM) and email the receipt together with the registration form to event@connect-pr.com or fax to **3013 9992** for confirmation.
- By Bank Transfer** – Please deposit funds to the following account and email the payment proof together with the registration form to event@connect-pr.com or fax to 3013 9992 for confirmation:
 - Account Name: The HK I of BIM**
 - Bank Account No.: 808-631188-838**
 - Beneficiary Bank Name: HSBC**
 - Swift Code: HSBCHKHHHKH**
 - Beneficiary Bank Address: 1 Queen's Road Central, Hong Kong**
- Early bird rates are contingent upon payment being received within **5 days** from the registration date.
- Please present the original pay-in slip or confirmation email for exchange of an official receipt during the event.
- All registration received online or by post without full payment will not be processed.

Confirmation and cancellation policy

1. **Confirmation**
 - Upon receipt of both registration form and full payment, a confirmation email will sent via email.
 - Registrations are subject to acceptance on a “first-come-first-served” basis with priority given to HKIBIM members.
 - Name badge or Receipt will not be sent out prior to the conference.
2. **Cancellation**
 - In the event of no-show, payment is not refundable. If cancellation is foresee before the Conference, a nominated substitute is welcome to take your place. Please notify our event agency at event@connect-pr.com with your registered name and email in writing.

Other notes

- International delegates must check with their travel agents for visa and entry requirement into Hong Kong.
All participants should be responsible for their own medical, travel, personal and other insurance. The registration fee does not cover any kind of insurance.
- Please note the conference fee does not include travel or hotel accommodation costs.
- The seminar will be conducted in English.
- The organizer reserves the right to cancel or reschedule the conference without prior notice.
- In the event that Tropical Cyclone Signal No. 8 (or above) or Black Rainstorm Warning Signal is in force four hours before the commencement of the conference, the conference will be postponed and the Conference Secretariat will inform the participants for the new arrangement subsequently.
- Information provided on the registration form will be used only for the purposes of processing the registration and communicating with the participant on matters relating to the conference and/or related event and such usage will conform to the Personal Data (Privacy) Ordinance.