



## GENERAL REGISTRANT

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## REGISTRATION FORM

**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)

For online registration, please visit: [www.aca17hk.com](http://www.aca17hk.com)

Revised 1 / 08 August 2016



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

CATEGORY	EARLY-BIRD REGISTRATION (REGISTER ON OR BEFORE 31 AUGUST)	STANDARD REGISTRATION (REGISTER ON OR AFTER 1 SEPTEMBER)
<input type="checkbox"/> <b>GENERAL REGISTRANT</b> <sup>1</sup>	<b>USD 400</b>	<b>USD 550</b>
<input type="checkbox"/> <b>YOUNG ARCHITECT</b> <sup>1 2</sup> (40 YEARS OLD OR BELOW)	<b>USD 350</b>	<b>USD 500</b>
<input type="checkbox"/> <b>ACCOMPANYING PERSON</b> <sup>1 3</sup>	<b>USD 280</b>	<b>USD 380</b>

**NOTE:**

- <sup>1</sup> Registration will only be processed upon receipt of payment. **Confirmation email will be sent upon completion of registration process.**  
<sup>2</sup> Young Architects participants must be born on or after 1 January 1976. Proof of age may be required.  
<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 ARCASIA Awards for Architecture (AAA) 2016 Presentation Dinner and Friendship Night, but excludes conference session.

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

**SURNAME (FAMILY NAME)** \_\_\_\_\_ **FIRST NAME (GIVEN NAME)** \_\_\_\_\_

**TITLE** \_\_\_\_\_  **MALE**     **FEMALE**

**NATIONALITY** \_\_\_\_\_ **PASSPORT NO.** \_\_\_\_\_

**ORGANISATION/ COMPANY** \_\_\_\_\_

**POSITION** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **COUNTRY** \_\_\_\_\_

**TEL** \_\_\_\_\_ **FAX** \_\_\_\_\_

**MOBILE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**3. ACCOMMODATION\***

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

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

Enquire for a list of recommended hotels for consideration.

**NOTE:**

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



## 4. 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): \_\_\_\_\_

## EVENT PARTICIPATION

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

DAY	EVENT	GENERAL REGISTRANT / YOUNG ARCHITECT	ACCOMPANYING PERSON
<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)

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**PAYPAL**   

Only Visa or MasterCard are accepted.

Please provide valid PayPal email address for PayPal payments.

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

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**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

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**CHEQUE  
(HONG KONG ONLY)**

Crossed cheque payable to "HKIA Services Limited" and send to event secretariat office

Only cheques issued by banks in Hong Kong are accepted.

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### **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).