**CONFERENCE REGISTRATION FORM**

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| **1. Participation’s Information** | | | |
| ***Name Badge and Personal Information*** | | | |
| **Title:** | | **First Name**: | **Surname**: |
| **(*This name will appear on your name badge.  Make sure you get it right here; no changes will be made.)*** | | | |
| **Chapter:** |  | | |
| **Institution / Organization:** |  | | |
| **Student/Staff** |  | | |
| **Student Reg No.** |  | | |
| **Cell Phone:** |  | | |
| **E-mail:** |  | | |
| **City / Country:** |  | | |

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| **2. Conference Fees** |
| Conference fees include admission to conference sessions, one lunch, and conference program and registration materials. |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Category** | **Member** | **Non-Member** | **Membership Plus  Conf. Fee** | **Student** | | **Regular**  Apr 1 to May 6 | 300 | 500 | 450 | 200 | | **Presenters** | **SAR 150** | | | | |

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| **3. Payment** |
| |  |  | | --- | --- | | **Payment Information** Please complete the fee and method of paying you intend to use. | | | **Conference/Membership fees:** | **SAR** | | **I will pay at my Chapter Meeting in time for any discounts to be applied** |  | | **I will pay by Bank Transfer to:** | **Celina Malikah Sisay**  **IBN: SA2315000921123401890009**  **Bank AlBilad** | |

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| **4. Additional Instructions** |
| **Deadlines**: Registration fees of different categories can be submitted in person no later than the deadlines stated as above at a **KSAALT monthly meeting or by direct bank transfer at the details above. To qualify for an early bird or discount fee, payment must be paid before the deadline stated on this form.**  Please consult the KSAALT website at [www.ksaalt.org/new](http://www.ksaalt.org/new) for the dates and locations of the monthly meetings. Please use ONE form per person (we apologize that Group Registration is not available this year). |
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| **Payment Information**: Completed registration forms must be accompanied by full payment for the order to be processed. |
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| **Refund Policy**: Total conference fees will be refunded if notice of cancellation is received **by March 31st.**  **From April 1st** no refunds will be made. **“No shows”** are non-refundable.  Any cancellation of attendance should be notified to the Conference Chair **in writing to**  [msisay@pmu.edu.sa](mailto:%20msisay@pmu.edu.sa) |
| **Confirmation**: Please allow up to 15 days for confirmation of your registration. |

*I hereby agree to pay the full amount of the conference registration. I have taken notice of the cancellation and refund terms stated on this registration form.*

Signature:

Name in print:

Date: / /