



Complete the form and send over by:

Fax : +65 6475 2077

Email : admin@icsw2016singapore.org

Post : ICSW 2016 Conference Secretariat & Housing Bureau: c/o ace:daytons direct (Int'l) pte ltd
2 Leng Kee Road #03-02 Thye Hong Centre Singapore 159086

Or simply register on-line : www.icsw2016singapore.org

GROUP REGISTRATION FORM

Billing Instructions: The Invoice should be addressed to Me My Company

I. BILLING ADDRESS

Billing Address | _____ | *(if it is different from above mailing address)*
City | _____ | State | _____ | Postal Code | _____ | Country | _____

II. PERSONAL PARTICULARS OF DELEGATE 1

Identification: Dr Prof A/Prof Mr Mrs Ms Miss *(please tick one)*

| _____ | / | _____ | / | _____ |
First Name Middle Name Family Name

Job Title | _____ | DOB | ____/____/____ |

Organisation | _____ | Department | _____ |

Mailing Address | _____ |

City | _____ | State | _____ | Postal Code | _____ | Country | _____ |

Country/Area Code | ____/____ | Phone | _____ | Fax | _____ | Mobile | _____ |

Email address | _____ | *(Please note that all correspondence regarding this registration will be sent to the email address)*

PLEASE TICK: Dietary Preference: No Preference No Pork No Lard Vegetarian Halal Others, please specify: _____

III. PERSONAL PARTICULARS OF DELEGATE 2

Identification: Dr Prof A/Prof Mr Mrs Ms Miss *(please tick one)*

| _____ | / | _____ | / | _____ |
First Name Middle Name Family Name

Job Title | _____ | DOB | ____/____/____ |

Organisation | _____ | Department | _____ |

Mailing Address | _____ |

City | _____ | State | _____ | Postal Code | _____ | Country | _____ |

Country/Area Code | ____/____ | Phone | _____ | Fax | _____ | Mobile | _____ |

Email address | _____ | *(Please note that all correspondence regarding this registration will be sent to the email address)*

PLEASE TICK: Dietary Preference: No Preference No Pork No Lard Vegetarian Halal Others, please specify: _____

IV. PERSONAL PARTICULARS OF DELEGATE 3

Identification: Dr Prof A/Prof Mr Mrs Ms Miss *(please tick one)*

| _____ | / | _____ | / | _____ |
First Name Middle Name Family Name

Job Title | _____ | DOB | ____/____/____ |

Organisation | _____ | Department | _____ |

Mailing Address | _____ |

City | _____ | State | _____ | Postal Code | _____ | Country | _____ |

Country/Area Code | ____/____ | Phone | _____ | Fax | _____ | Mobile | _____ |

Email address | _____ | *(Please note that all correspondence regarding this registration will be sent to the email address)*

PLEASE TICK: Dietary Preference: No Preference No Pork No Lard Vegetarian Halal Others, please specify: _____

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- All local cheques or telegraphic transfers should be made payable to "SASW ICSW 2016" in Singapore dollars (SGD) of the amount shown on the reverse page.
- Please indicate the delegate's name on the back of the local cheque before sending to the Conference Secretariat.
- Please indicate the delegate's name on the front of the telegraphic transfer advice after payment has been made and email the advice to the Conference Secretariat.

ICSW 2016: Conference Secretariat & Housing Bureau - 2 Leng Kee Road #03-02 Thye Hong Centre Singapore 159086

Tel: (65) 6379 5260 (admin) / 6379 5261 (ops) Fax: (65) 6475 2077 Email: admin@icsw2016singapore.org

- In order for the various fees to be applicable, the payment must be received by the Conference Secretariat as indicated below:

Type of Fee	Payment deadline for local cheque & telegraphic transfer to be received by the Conference Secretariat
Early bird fee	Monday, 15 th February 2016
Regular fee	Friday, 29 th April 2016

- Bank transaction fee

You are required to add a bank transaction fee of SGD50.00 for telegraphic transfer and the bank transaction fee will be subject to prevailing 7% GST.

No bank administrative charge for local cheque payment.

IV. TERMS & CONDITIONS**How to Register**

- All participants are encouraged to visit www.icsw2016singapore.org for individual online registration.
- Alternatively, you may complete and sign the PDF registration form include the appropriate payment details and all related correspondence properly enclosed, to the Conference Secretariat at the address stated above.
- Kindly note that registration form received without payment will not be processed. Delegates may be refused admission if payment is not cleared by the bank prior to the conference.
- Only individual registrations will be accepted (one registration form per participant). For group registration please contact the Conference Secretariat.
- If you have already registered online or email your registration form with all payment details, please do not mail a copy of this form as it may result in a duplicate registration.
- All registration fees are not inclusive of hotel accommodation.
- Delegates may be refused admission if payment is not received prior to the conference date.

Registration Fees

- All delegates who are applying for the VCF grant is required to apply for an approval code first before registering for the conference.
- All participants are required to make full payment (in Singapore dollars) inclusive of all bank transaction fees and prevailing taxes (if any) as stated on page one (1) of this registration form and will be entitled to the following:

- Full Conference Pass**

- Name badge, conference satchel and programme handbook cum abstract book (only if hardcopy is printed)
- Admission to all conference & pre-conference sessions at the **ICSW 2016**
- Invitation to opening ceremony, welcome reception & plenary session
- Main conference, breakout sessions, workshops and exhibition area

Registration Deadline

- Deadline for early bird registration : Monday, 29th January 2016
- Deadline for standard registration : Friday, 29th April 2016

Confirmation of Registration

- Once payment has been cleared, you will receive the confirmation with full details via email. Please include your email address clearly in the registration form.
- To expedite the collection process, please bring along your registration confirmation letter to the registration counters (located at the foyer of the respective conference venue) as proof of your payment and registration.

Cancellations and Refunds

- Any cancellation and request for refunds must be submitted in writing to the Conference Secretariat by **Sunday, 31st January 2016**.
- Refund, less 50%** of your paid registration fee and bank transaction fee will be made within two months after the **ICSW 2016**.
- No refund will be made for cancellations received after **Sunday, 31st January 2016**.

On-Site Registration

- For on-site registration, only cash (Singapore Dollars) and credit card payments (only VISA and MasterCard) will be accepted. The registration counters will be located at the foyer of the conference venue.

Official Conference VenuesSunday, 19th June 2016

- Opening Ceremony, Welcome Reception and Plenary Session :
University Cultural Centre (UCC), 50 Kent Ridge Crescent, National University of Singapore, Singapore 119279

Monday, 20th – Thursday, 23rd June 2016

- Main Conference, Breakout Sessions, Exhibitions and Workshops NUS University Town (U-Town):
Stephen Riady Centre, Town Plaza and Education Resource Centre - 36 College Avenue East, #B1-201 North Tower, 138600

- Language:** The official language of the conference is English. No simultaneous interpretations would be available.

➤ *Information is correct at time of print and is subject to change without prior notice.*