



Complete the form and send over by:

INDIVIDUAL REGISTRATION FORM

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

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

I. PERSONAL PARTICULARS OF DELEGATE

(Please print clearly and use a separate registration form for each delegate. For group registration, please email to admin@icsw2016singapore.org).

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)

Billing Address | | (if it is different from above mailing address)

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

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

** Are you applying for Scholarship Award? (Applicant must be an abstract submitter and from a developing country)(based on World Bank list) Yes No

VCF Code (Available for Singaporean and PR VWO staffs only) | | Please log on to <https://www.ncss.gov.sg/VWOCorner/vcf.asp> to apply.

II. REGISTRATION FEE (Per Person)

	Early Bird Fee (Ends 29 th Jan 2016)	Regular Fee (Ends 29 th April 2016)	On-site Fee	Amount SGD
MAIN CONFERENCE (Sunday, 19th – Thursday, 23rd June 2016)				
a) Main Conference	Delegate	SGD 800.00	SGD 880.00	SGD 950.00
	Delegate from Developing Countries (based on World Bank list)	SGD 560.00	SGD 700.00	SGD 750.00
	Singapore Full Time Undergraduate Social Work Student	SGD 500.00	SGD 550.00	SGD 600.00
b) # Pre-conference Workshop B – Prof Kenneth DOKA (Thursday, 16 th June 2016) limited to first 150 delegate only		SGD 250.00		
c) # Pre-conference Workshop A – Prof Robert A NEIMEYER (Friday, 17 th June – Saturday, 18 th June 2016) limited to first 100 delegates only		SGD 500.00		
d) Agency / Field Visits (Wednesday, 22 nd June 2016) limited to 20 pax/visit (please tick only one of the visit, for details please logon to website)		SGD 25.00		
<input type="checkbox"/> Theme 1: Integrated Care for Seniors <input type="checkbox"/> Theme 2: Psychiatric Rehabilitation in Singapore <input type="checkbox"/> Theme 3: Community-Based Services in A Neighborhood <input type="checkbox"/> Theme 4: Supporting Adults with Disabilities <input type="checkbox"/> Theme 5: Residential Care for Seniors <input type="checkbox"/> Theme 6: Palliative Care <input type="checkbox"/> Theme 7: Community Walk-about				
e) Gala Dinner (Tuesday, 21 st June 2016)		SGD 100.00		
	Number of seats required			
(a) Subtotal before bank transaction fee				
(b) Add bank transaction fee for telegraphic transfer (SGD50.00)				
(c) Prevailing Goods and Services Tax (GST) (7%) GST Number – M90370344G				
1) Applicable to Individuals, corporation or businesses in Singapore and overseas individuals and group who are not represented by any overseas corporation or businesses are subject to 7% GST (Prevailing Goods & Services Tax) on the total registration fee and the bank transaction fee				
2) For Individuals and groups represented by overseas corporation and businesses are not subjected to GST, BUT bank transaction fee is still subject to 7% GST (Prevailing Goods & Services Tax)				
Grand total amount (a + b + c) payable in Singapore dollars (SGD)				

* The registration fees are not inclusive of hotel accommodation. Delegates may be refused admission if payment is not received prior to the ICSW 2016 conference date.

Delegates would have to register for the Main Conference before signing up for the Pre-Conference Workshops

METHOD OF PAYMENT	VENUE & HOTEL ACCOMMODATION
Please indicate billing instructions and mode of payment below. <input type="checkbox"/> TELEGRAPHIC TRANSFER <input type="checkbox"/> LOCAL CHEQUE <input type="checkbox"/> INVOICE MY COMPANY <input type="checkbox"/> VISA/MASTERCARD I hereby authorise "SASW ICSW 2016" to debit my credit card with the total amount of SGD _____ / _____ (as shown above) Cardholder's Name (as in credit card) : _____ Card Numbers: _____ Expiry Date: ____ / ____ Security code: _____ Cardholder's Signature: _____ Authorisation Date: _____ Telegraphic transfers / Local Cheque: Payments should be made payable to "SASW ICSW 2016" in Singapore Dollars (SGD) and must quote the delegate name and reference. Please made payment to the following Beneficiary Bank's Details: Bank Name : DBS Bank Ltd Bank Account No : 7171-020-902109-2 Bank Address : 450 Clementi Avenue 3, Singapore 120450 Bank Account Name : SASW ICSW 2016 Bank Code : 7171 Swift Code : DBSSSGSG Branch Code : 020 PAYMENT MUST BE FULLY PAID BEFORE THE CONFERENCE DATE TO GUARANTEE YOUR PLACE.	Official Conference Venues: Sunday, 19th June 2016 Opening ceremony, welcome reception and plenary session: University Cultural Centre (UCC), Address: 50 Kent Ridge Crescent, National University of Singapore, Singapore 119279 Monday, 20th – Thursday, 23rd June 2016 Main conference, breakout sessions, exhibitions and workshops at NUS University Town (U-Town): Stephen Riady Centre, Town Plaza and Education Resource Centre Address: 36 College Avenue East, #B1-201 North Tower, 138600 Thursday, 16th – Saturday, 18th June 2016 Pre-conference Workshops Social Service Institute 111 Somerset Road #04-01, TripleOne Somerses Singapore 238164 Conference Secretariat & Housing Bureau: Tel : (65) 6379 5260 (admin) / 6379 5261 (ops) Fax : (65) 6475 2077 Email: admin@icsw2016singapore.org Hotel Accommodation: log on to www.icsw2016singapore.org for more details

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2 Leng Kee Road #03-02 Thye Hong Centre Singapore 159086Or simply register on-line : www.icsw2016singapore.org**III. Conditions for Payment by Local Cheque and Telegraphic Transfer:**

- 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:

<ul style="list-style-type: none"> Full Conference Pass <ul style="list-style-type: none"> Name badge, conference satchel and programme handbook cum abstract book (only if hardcopy is printed) Admission to all conference & workshop 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 : Friday, 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.

VCF

- All eligible delegates are reminded to sign the attendance sheet at the registration desk daily.** Delegates must achieve at least 75% attendance. Delegates are also required to complete the Training Evaluation Form and hand it back to the Conference Secretariat Room at the end of the Conference.
- Please apply for VCF at this website: <https://www.ncss.gov.sg/VWOCorner/vcf.asp>.

Official Conference VenuesThursday, 16th – Saturday, 18th June 2016

- Pre-conference Workshops
Social Service Institute, 111 Somerset Road #04-01, TripleOne Somerset Singapore 238164

Sunday, 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.**