

# REGISTRATION FORM

• Delegate registration • Accommodation

PLEASE PRINT CLEARLY IN ENGLISH

DO NOT USE THIS FORM IF YOU REGISTER ONLINE

### DELEGATE DETAILS

Family name \_\_\_\_\_ Prof / Dr / Mr / Ms / Mrs (please circle)

First name (for badge) \_\_\_\_\_

Organisation (abbreviate for badge) \_\_\_\_\_

Position in organisation \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_ IWA member no. \_\_\_\_\_

Telephone (bus.) \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email address for confirmation of registration \_\_\_\_\_

### VISA REQUIREMENTS

A visa is required for entry into China. A delegate may attend the Congress under either a tourist or business visa.

- I will apply for a tourist visa, please send me a visa application form
- I will apply for a business visa, please send me an invitation letter and therefore my details are as shown below.

Place where you will collect your visa: City \_\_\_\_\_ Country \_\_\_\_\_

Full name on passport \_\_\_\_\_

Nationality shown on passport \_\_\_\_\_

Occupation shown on passport \_\_\_\_\_ Passport no. \_\_\_\_\_

Proposed date of entry into China \_\_\_\_\_ Proposed departure date \_\_\_\_\_

### PROFESSIONAL PARTICULARS

**Type of organisation** ✓ ONE only

- Research institute
- University
- Utility
- Consultancy
- Industry
- Equipment manufacturer
- Regulator
- Other, specify \_\_\_\_\_

**Primary work role** ✓ ONE only

- Scientist
- Engineer
- Consultant
- Researcher (non academic)
- Researcher (academic)
- Manager
- Education/student
- Other, specify \_\_\_\_\_

**Presenters**

If you are presenting an oral or poster presentation please ✓

### PRIVACY

As a result of your participation in IWA World Water Congress & Exhibition we will have your name and contact details on our database. We would like to send you information on future related conferences and exhibitions. However, we respect your privacy and will remove your details from our records if you wish.

Please **tick** this box  if you **do not wish** to receive any information.

### REGISTRATION DEADLINES

Earlybird **31 May 2006**

Advance **31 August 2006**

Your payment in full must be received no later than the dates above to qualify for the applicable rate. Otherwise full rates will automatically apply. No advanced registrations can be accepted or processed after 31 August 2006. After 31 August deadline on-site registration will apply.

Delegate name

2

DELEGATE REGISTRATION		Payment received by	Cost	Amount
Delegate registration includes attendance at conference sessions and exhibition Monday to Thursday, lunch four days, a ticket to the Sunday Official Opening and Welcome Reception and Thursday Close and Gala Dinner.				
<b>Earlybird</b>	Member	31 May 2006	RMB 7,110	
	Non-member		RMB 8,000	
	Student		RMB 3,950	
	LIC Member*		RMB 4,620	
	LIC Non-member*		RMB 5,150	
	LIC Student*		RMB 2,570	
<b>Advance</b>	Member	31 August 2006	RMB 7,820	
	Non-member		RMB 8,690	
	Student		RMB 4,350	
	LIC Member*		RMB 5,100	
	LIC Non-member*		RMB 5,650	
	LIC Student*		RMB 2,850	
<b>On-site</b>	Member	On-site	RMB 8,600	
	Non-member		RMB 9,560	
	Student		RMB 4,780	
	LIC Member*		RMB 5,590	
	LIC Non-member*		RMB 6,220	
	LIC Student*		RMB 3,110	
<ul style="list-style-type: none"> <li>• Membership of IWA will be verified and so membership status is not transferable. If the member number supplied is incorrect no discount will apply and the full rate will be charged.</li> <li>• Student rate conditions apply. To obtain this rate a copy of your current student identification card is to be attached to this form.</li> <li>• After 31 August you will need to register on-site. Please be sure to bring payment in full and your IWA member no. and/or student ID if claiming these rates.</li> </ul>				
* LIC means low income country. Refer <a href="http://www.iwahq.org.uk">www.iwahq.org.uk</a> for a complete listing.				

Delegate registration – Subtotal 1 **RMB**

ACCOMPANYING PERSON REGISTRATION	Cost per person	Amount
Accompanying person registration includes a ticket to the Sunday official opening and welcome reception and Thursday closing session and gala dinner.		
Family name _____ First name (for badge) _____	RMB 1,100	

Accompanying person – Subtotal 2 **RMB**

OPTIONAL DINNER	Quantity	Cost per ticket	Amount
<b>THE FAMOUS “BEIJING DUCK” DINNER (Tuesday 7 pm)</b> Registration does NOT include this optional dinner. If you and your accompanying person or colleagues want to go to this optional dinner please order your ticket here. Transport from and to BICC is included.		RMB 260	

Optional dinner – Subtotal 3 **RMB**

EXTRA TICKETS	Quantity	Cost per ticket	Amount
<b>WELCOME RECEPTION (Sunday 5.45 pm)</b> A ticket to the Welcome Reception is included in delegate and accompanying person's registrations. If you want to purchase extra tickets please complete this section.		RMB 325	
<b>GALA DINNER (Thursday 6.45 pm)</b> A ticket to the Gala Dinner is included in delegate and accompanying person's registrations. If you want to purchase extra tickets please complete this section. Transport from and to BICC is included.		RMB 730	

Extra tickets – Subtotal 4 **RMB****SPECIAL SERVICES**

Dietary requirements, please specify \_\_\_\_\_

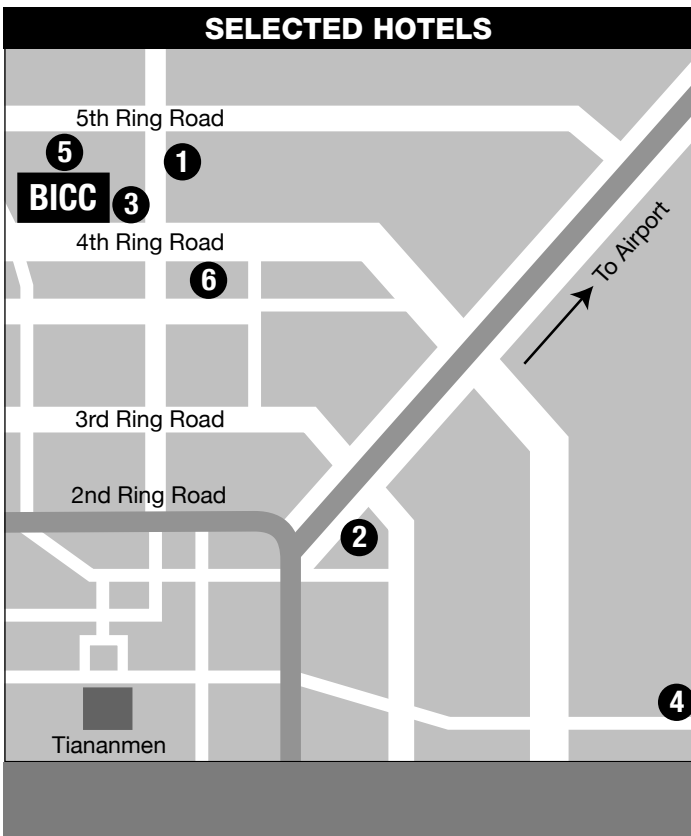
If you are paying by credit card you can register online at [www.iwa2006beijing.com](http://www.iwa2006beijing.com)

Delegate name

3

TOURS		Date	Quantity	Cost per person	Amount
<b>TECHNICAL</b>					
TT1	Beijing Gaobeidian Wastewater Treatment Plant	Friday 15 September		RMB 290	
TT2	No 9 Waterworks of Beijing Waterworks Group	Friday 15 September		RMB 290	
TT3	Qinghe Wastewater Treatment Plant & Great Wall	Friday 15 September		RMB 580	
<b>SIGHTSEEING IN &amp; AROUND BEIJING</b>					
S1	Great Wall, Ming Tombs & Sacred Way	<input type="checkbox"/> Mon 11 <input type="checkbox"/> Wed 13 <input type="checkbox"/> Fri 15		RMB 550	
S2	Temple of Heaven & Summer Palace	<input type="checkbox"/> Tues 12		RMB 400	
S3	Beijing Panda House, Hutong Tour & Yonghe Lama Temple	<input type="checkbox"/> Wed 13		RMB 460	
S4	Tiananmen Square & Forbidden City	<input type="checkbox"/> Sun 10 <input type="checkbox"/> Tues 12		RMB 400	
S5	Shopping Tour	<input type="checkbox"/> Mon 11 <input type="checkbox"/> Wed 13		RMB 240	
<b>Tours – Subtotal 5</b>					<b>RMB</b>

<b>HOTELS</b>							
Star rating	Hotel	Map ref. no.	Distance to BICC	Cost per room	Type of room	Breakfast	Facilities
<b>Cost of room includes a service charge of 15%. The cost is for either a single, double or twin room.</b>							
★★★★★	Celebrity International Grand Hotel	①	10 mins walk	RMB 1,240	Standard	Includes breakfast for one person	Airconditioning, private bathroom, in-room ironing, hair dryer, safe, tea and coffee facilities, mini bar, interface connection for internet access and IDD telephone, and TV with satellite programs. Pool, sauna, steam bath, gym, restaurants and bars, business centre, 24-hour reception, room service and laundry service.
★★★★	YuYang Hotel	②	20 mins drive	RMB 730	Standard	Includes breakfast for two persons	Karaoke, health club with gymnasium, sauna and massage, beauty salon, indoor swimming pool, secretarial service, translation service, photocopiers, IDD, fax services, 24-hour room service, tour service center, shopping centre, laundry and dry cleaning service, baby sitting, limousine and car rental service.
★★★★	Beijing Continental Grand Hotel	③	Adjacent to BICC	RMB 970	Standard	Includes breakfast for one person	Karaoke, health club with gymnasium, sauna and massage, beauty salon, indoor swimming pool, limousine service, tour service center, laundry and dry cleaning service.
★★★★	China Resources Hotel	④	30 mins drive	RMB 770 RMB 690	Superior Standard	Superior includes breakfast for one person, Standard includes breakfast for two persons	Broadband internet access, karaoke, health club with gymnasium, sauna and massage, beauty salon, indoor swimming pool, tennis court, laundry and dry cleaning service.
★★★	Asian Games Village Hotel	⑤	5 mins walk	RMB 490	Apartment	No breakfast included	Air conditioning, computer data ports, telephone IDD/DDD, tour service, shopping centre, laundry and dry cleaning service, limousine and car rental service.
★★★	Jingmin Mansion	⑥	10 mins drive	RMB 530	Standard	Includes breakfast for two persons	Cafe, karaoke, billiard-room, bowling room, tennis court, indoor swimming pool.



<b>ACCOMMODATION RESERVATION</b>	
Hotel preference _____	
If your preference is not available a hotel of equivalent standard will be offered. If no reasonable equivalent is available, you will be given the option of an alternative standard of accommodation or a full refund.	
Type of room required	
<input type="checkbox"/> Single	<input type="checkbox"/> Twin <input type="checkbox"/> Double
<input type="checkbox"/> Non-smoking	<input type="checkbox"/> Smoking
No. of nights _____	
Arrival date _____	
Estimated time of arrival _____	
Departure date _____	
<input type="checkbox"/> Special requirements _____	
We will forward special requests to the hotel but cannot guarantee them.	
<b>Deposit required is room rate for one night at selected hotel RMB _____</b>	
If paying by bank draft please note that your reservation cannot be confirmed until payment is received. We will pay the deposit to the hotel and the amount will be credited to your room account at the hotel.	
If electing to pay by credit card the details you give will be passed on to the hotel to make your reservation.	
Your hotel will require a credit card imprint when you check in and full settlement of your account on departure. For cancellation policy see page 4.	
<b>Accommodation – Subtotal 6</b>	
<b>RMB</b>	

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**COST CALCULATOR****Amount**

Delegate registration – Subtotal 1	RMB
Accompanying person – Subtotal 2	RMB
Optional dinner – Subtotal 3	RMB
Extra tickets – Subtotal 4	RMB
Tours – Subtotal 5	RMB
Accommodation – Subtotal 6	RMB
<b>TOTAL AMOUNT DUE</b>	<b>RMB</b>

**PAYMENT**Please  your method of payment

- Bank draft** Please make your bank draft payable to **IWA 5th World Water Congress - 2006 Beijing Congress Organizing Committee (World Water Congress Preparatory Committee)**. Bank draft to be paid in RMB drawn on an office of a bank operating in China.
- Bank transfer** Please transfer funds in RMB to China Construction Bank, Beijing Branch, Baoli Sub-branch.  
Account no. 110 943 600 - 1100 1058 9000 5250 2080. Swift code: PCBCCNBJBJX.
- Credit card authority** I, \_\_\_\_\_ authorise the IWA World Water Congress registration office to charge the total amount shown above on the credit card, details of which are provided below. My signature is for this authorisation.
- AMEX       Diners       Visa       Mastercard
- Credit card number \_\_\_\_\_ Expiry Date \_\_\_\_\_
- Name on card \_\_\_\_\_ Signature \_\_\_\_\_

**CANCELLATION POLICY**

- All cancellations must be made in writing. Cancellations by telephone will not be accepted.
  - Delegate registrations and tour cancellations received after 31 August 2006 will be subject to an administration charge of RMB 400. No refunds will be made after 31 August 2006.
  - Accommodation: *Cancellations in full* – Cancellations made within 60 days before your arrival will incur a fee of 50% of the total reserved stay.
- No shows* – If the reservation is not cancelled and you fail to arrive at the hotel your credit card will be debited for the total reserved stay.
- Reduction of reserved stay* – If your reservation is reduced in length you may be subject to penalties.
- Refunds will be made within 30 days of the close of the Congress.

**CONDITIONS**

- Applications for registration must be in writing. Telephone registration will not be accepted.
- All prices quoted in this form are in Chinese currency, Renminbi (RMB). Payment must be made in RMB. Any bank transfer fees and charges are responsibility of delegate.
- Overseas registrations can only be paid by bank draft in RMB drawn on an office of a bank operating in China or by credit card.
- Registration and accommodation reservations are not confirmed until payment has been received.
- Credit card payments will appear on your credit card statement with "World Water Congress Preparatory Committee" as the merchant.
- Photocopies of bank drafts cannot be accepted as payment.
- International Water Association (IWA) membership is not transferable.
- If you are unable to attend you may nominate another person as a substitute. You must do this in writing.
- There is no refund for non attendance except as outlined in the cancellation policy.
- All tours will only operate if the minimum number of participants is reached. Congress Organisers reserve the right to cancel if this minimum number is not reached in which case a refund will be made.
- Children must be accompanied by a parent or guardian at all times. The parent or guardian assumes all risks and responsibility for the safety of their children. Parents please note the social functions have not been planned with children in mind.
- The IWA World Water Congress 2006 is a collaborative undertaking between the International Water Association (IWA) and the Congress Preparatory Committee (CPC) of the Ministry of Construction, People's Republic of China. IWA and CPC are collectively the Congress Organisers.
- Provision of delegate registration, dinners, tours, accommodation or any other services outlined in the registration form other than the conference program itself (the Services) is the responsibility of the CPC. Delegate's contract for the provision of the Services is with the CPC and all queries, change requests, applications for refunds or any matters relating to the Services should be directed to the CPC at their Registration Office. IWA is unable to handle and will not be responsible for any such queries, applications or the like related to the Services.
- The Congress Organisers have made every effort to ensure the accuracy of details in this form at the time of printing but reserve the right to alter or delete items from the program or the Services as circumstances require.
- Congress organisers are not liable for any claims, damage or expense arising out of cancellation, disruption, changes or limitations to the program or the Services as a result of any circumstances outside their control including weather, terrorist event, travel restrictions or biological or health hazard or event.
- Delegates are advised to arrange their own travel insurance to cover medical expenses, cancellation and all other risks. The Congress Organisers, their officers and employees are not liable for and delegate releases them from any liability for claims, damages or expense whether in respect of personal injury, death, loss or damage to delegate or accompanying person(s)
- Instructions and other provisions in the registration form, including the cancellation policy, are part of these registration conditions.

**PLEASE SIGN HERE**

Please process my registration as completed on the attached pages. I agree to the conditions and cancellation policies above.

Signature of authorised person \_\_\_\_\_

Please **print** the signatory's name \_\_\_\_\_ Date \_\_\_\_\_**RETURN THIS FORM**

Please do not fax a cover page.

**Please return by fax to +86 10 5893 3584**

If you are not able to return this form by fax, please send by mail to:

IWA World Water Congress Registration Office  
C/- Ministry of Construction, Room 331  
9 Sanlihe Road, Beijing 100835, PR China

The Registration Office will send you confirmation of your reservation by email within two business days.

**ENQUIRIES**

Ms Gloria Zhang  
Ms Ivy Jiang  
**Registration Office**  
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gloria@mail.cin.gov.cn  
Telephone: +86 10 5893 4783  
+86 10 5893 4771  
Fax: +86 10 5893 3584