

25 - 29 October 2017
Abu Dhabi, UAE

Registration Form

Please complete the registration form and email to MCI Middle East LLC: isam@mci-group.com

Personal Details

Title: Prof. ☐ Dr. ☐ Mr. ☐ Ms. ☐ Others ☐

First name(s)*: _____ Last name*: _____

Job Title*: _____ Organization*: _____

Organisation Type*: ☐ Academia/Institute ☐ Hospital/Medical Centre/Clinic ☐ Private Practice ☐ Pharma Company ☐ Other Specify: _____

Department*: _____ Email*: _____

Main Address*: _____ Country*: _____

Tel: _____

How did you hear about this event? (Please select all that apply)*

☐ Email ☐ Google / Internet Search ☐ Online Banner / Internet ☐ Phone call from the organiser ☐ SMS

☐ Social media (Facebook, LinkedIn, Twitter, Instagram, Blogs) ☐ Via Business Relation / Colleague ☐ Other: _____

**fields are mandatory to fill*

Registration Fees (26-29 October 2017)

	Registration Fees	Early Bird Rates till 30th Apr 2017	Regular Rates 1st May – 31st July	Onsite Registration Rates 1st Aug Onwards
☐	ISAM Members	\$600	\$650	\$700
☐	Affiliated Society Members*	\$650	\$700	\$750
☐	Non ISAM Members	\$700	\$800	\$900
☐	Students	\$300	\$300	\$300
☐	Accompanying Persons	\$200	\$250	\$350

Registration Fee Inclusions:

- Registered ISAM Members, Non Members, Affiliated Society Members, Students are entitled to attend all scientific sessions, the exhibition, receive the conference material as well as attend the Gala Dinner (28 Oct. 2017, Saturday).
- All registrants are required to pre-register.
- For administrative and preparatory reasons, pre-registration & name changes are possible until 25th September 2017 12:00 hrs (GMT+ 4). From this date onwards, we advise you to register and pay the applicable fee on-site during conference registration hours commencing on 25th October 2017

Total Registration Fees

_____ **USD**

Workshop Fees (25 October 2017)

	Registration Fees	Early Bird Rates till 30th Apr 2017	Regular Rates 1st May – 31st July	Onsite Registration Rates 1st Aug Onwards
☐	Workshops	\$150	\$200	\$250

Total Workshop Fees

_____ **USD**

Airport Transfers

	Transfer	Date of arrival / departure	Flight No.	Flight time	Price per person	No. of persons	Sub total
☐	AUH Airport to Hotel				USD 65		
☐	DXB Airport to Hotel				USD 110		
☐	Hotel to AUH Airport				USD 65		
☐	Hotel to DXB Airport				USD 110		

Total Airport Transfers

_____ USD

Visa Service

Service	Day	Date	Price per person	No. of persons	Sub Total
VISA Service*			USD 165		

*After submitting the complete registration form and paying the fees, the congress organizer will send a confirmation for the registration and a visa application form. Visa issuance is subject to approval from UAE Immigration. To avail visa service, booking of the hotel through MCI Middle East LLC is mandatory. Your visa application must be made by the **25th September 2017**

Total Visa Services

_____ USD

Hotel Accommodation

	Hotel	Room type	Single room per night	Double room per night	Check in date (dd/mm)	Check out date (dd/mm)	No. of nights	Sub Total (USD)
☐								

- Hotel rooms are booked on a first come first serve basis. To guarantee a hotel reservation, a compulsory deposit covering your entire stay must be paid by bank transfer or will be charged to your credit card. Bookings will be subject to availability only at the time of reservation
- For your convenience all hotel rates include Buffet Breakfast, 10% service charge and 6% Tourism fee.
- Hotel Check in: 15.00 hrs; Check out: 12.00 hrs. In case of early check in, we would kindly request you to pre-book your room to one night prior
- Please note that the deadline for guaranteed room reservations is 25th September 2017. Requests for room reservations after this deadline can only be handled upon availability and with credit card guarantee

Total Hotel Accommodation

_____ USD

Sub - Totals

Sub Total Conference Registration	USD
Sub Total Workshop	USD
Sub Total Transfer Services	USD
Sub Total Visa Service	USD
Sub Total Social Programme	USD
Sub Total Hotel Accommodation	USD
GRAND TOTAL	USD

Terms & Conditions

- If the payment is made after the early bird deadline the latest registration fee will be applicable and invoiced
- If the payment is made before 10 days of the congress a proof of payment or a letter of guarantee will be required
- If you cannot attend ISAM 2017 we are happy to accept a substitute colleague until the 25th September 2017. After this date, all name changes can only be coordinated onsite. If you have to cancel entirely, we regret that no refunds can be made after your confirmation.

Cancellation & Refunds

- 100% refund – the congress secretariat must receive a notification of cancellation in writing at least 30 days before the event. This will entitle the delegate to a 100% refund less an administrative fee of USD 100.00 or AED 365.00
- No refund - 100% cancellation fee will be charged for any cancellations made within 30 days prior to the event date.
- Notifications of cancellations must be sent by email to isam@mci-group.com

Payment Mode 1**Bank Transfer**

Beneficiary	MCI Middle East LLC
Account	USD: 1021233252602 / IBAN AE280260001021233252602
Bank	Emirates NBD
Address	P.O. Box 11954, Al Souk Branch, Dubai, U.A.E.
Swift Code	EBILAEAD

* Please indicate your name, your reference number and ISAM 2017 against remittance reference enabling our bank to accurately locate your payment

Payment Mode 2**Credit Card Payment Authorization**

Visa, MasterCard & AMEX are accepted.

I hereby authorize MCI Middle East LLC to debit my credit card as follows

Visa ☐ MasterCard ☐ Amex ☐ Credit card number: Expiry Date /

Credit Validation code (3 digits on reverse of your credit card): Grand Total USD:

Credit card holder's name (please print): _____

Signature: _____ Date: _____

Please fax or email a copy of both sides of the credit card including your passport copy to: MCI Middle East LLC P.O. Box 124752, Dubai. Fax: +971 4 311 63 01.

Email: isam@mci-group.com

Payment is settled in USD according to the exchange rate of the day when the above credit card is debited by MCI.

Contact Details

MCI Middle East LLC (Congress Secretariat)
Address: P.O. Box 124752 | Dubai, United Arab Emirates
Phone: + 971 (0)4 311 6300 | Fax: + 971 (0)4 311 6301
Email: isam@mci-group.com

National Rehabilitation Center
Dr. Tarek A. Gawad
Email: Tarek.Gawad@nrc.ae

International Society of Addiction Medicine
Ms. Marilyn Dorozio
Email: isam.mdorozio@gmail.com