

Registration Form

Please complete all sections of this form and return it by secured fax number +65 6588 3808 and attention to Accounts Receivable. For multiple registrations, please make copies of this registration form.

2 Simple Ways To Register

■ Online: www.wes2013.org/registration

■ Fax: +65 6588 3808

Participation Selection

(Please indicate your selection with a ☒ in the appropriate box. All fees indicated are in Singapore Dollars)

PACKAGES:	NORMAL (fees per participant)
Individual Participation Full Registration (Include all sessions, Welcome Reception, Gala Dinner and site visits)	S\$1,200 <input type="checkbox"/>
Group Full Registration (group size of 10 or more, from same company/organisation, same country)	S\$1,080 <input type="checkbox"/>
1 Day Participation (please select the date of your participation) <input type="checkbox"/> 11 Sep <input type="checkbox"/> 12 Sep <input type="checkbox"/> 13 Sep	S\$500 <input type="checkbox"/>
2 Days Participation (please select any 2 dates of your participation) <input type="checkbox"/> 11 Sep <input type="checkbox"/> 12 Sep <input type="checkbox"/> 13 Sep	S\$1,000 <input type="checkbox"/>
Workshop for Infrastructure Climate Risk Assessment: Tools and Processes (10 Sep)	S\$350 <input type="checkbox"/>
Student Participation (for full registration)	S\$600 <input type="checkbox"/>
Spouse Participation (for accompanying spouse to Opening Ceremony, Welcome Reception and Gala Dinner)	S\$400 <input type="checkbox"/>

Notes: 1. The prevailing 7% Goods & Services Tax (GST) will apply for all registrations received from Singapore-registered companies, organisations or individuals.
 2. Full registration participants may participate in the complimentary Technical Site Visits held on 14 September 2013. Please make your selection above.
 3. Payment of Normal rated fees must reach the Summit Manager by **23 August 2013**. Payment not received by this date may result in your registration being voided.

Discount Code: _____

Additional details needed for Student registration

Student status: ☐ undergraduate ☐ post-graduate ☐ Others: _____
 Name of Course currently enrolled in: _____
 Student Matriculation Number: _____
 Name of University/Institute of Higher Learning: _____
 Address of Institution: _____
 Postal code: _____ State: _____ Country: _____

Contact Details

(Please print or write legibly. Illegible information may result in processing delay of your registration)

☐ Mr ☐ Mrs ☐ Ms ☐ Mdm ☐ Dr ☐ Professor ☐ Others (please specify _____)

First Name: _____

Last Name (Family Name): _____

Job Title: _____ Organisation: _____

Address: _____

Postal/Zip Code: _____ State: _____ Country: _____

Mobile: (Country Code) _____ (Area Code) _____ (Number) _____
(By providing your mobile number, you're consenting to have us contact you with updates.)

Tel: _____ Fax: _____

Email: _____

Technical Site Visits (on 14 Sept 2013) 38 Seats Per Route.

Please indicate (V) one preferred route. *Applicable only for Full Registration. First-come-first-served basis.

☐ Route 1: Semakau Landfill ☐ Route 2: Marina Barrage☐ Route 3: Punggol Waterway ☐ Route 4: one-north

Session Selection

Please indicate (V) for 1 session per am/pm that you would like to attend.

Day 2: 12 Sept	Morning Session:
	<input type="checkbox"/> Session 1 <input type="checkbox"/> Session 2 <input type="checkbox"/> Session 3
	Afternoon Session:
	<input type="checkbox"/> Session 4 <input type="checkbox"/> Session 5 <input type="checkbox"/> Session 6
Day 3: 13 Sept	Morning Session:
	<input type="checkbox"/> Session 7 <input type="checkbox"/> Session 8 <input type="checkbox"/> Session 9
	Afternoon Session:
	<input type="checkbox"/> Session 10 <input type="checkbox"/> Session 11 <input type="checkbox"/> Session 12

World Engineers Summit (WES) 2013 – Fax to: +65 6588 3808

Please indicate your preferred payment mode with a (V) in the appropriate box:

☐ **Credit Card payment:** ☐ Visa ☐ Master ☐ AMEX

Please charge the total amount of S\$ _____ (+ 7% GST, if applicable) to my credit card.

Card Holder's Name: _____

Card Number: _____

Expiry date: _____ Card Holder's signature: _____

☐ **Cheque payment:**Cheque must be made payable to **REED ELSEVIER (SINGAPORE) 2008 PTE LTD.**

Mail to Reed Exhibitions at 1 Changi Business Park Crescent, #06-01, Plaza 8 @ CBP Tower A, Singapore 486025, attention to Accounts Receivable. Please indicate the invoice number and name of respective delegates on the back of the cheque.

☐ **Telegraphic transfer:**Telegraphic transfer must be made payable to **REED ELSEVIER (SINGAPORE) 2008 PTE LTD.**

Bank account no: 0-707792-019 (Swift code CITISGSG), Citibank N.A., 8 Marina View, #16-01 Asia Square Tower 1, Singapore 018960. Please indicate invoice number, conference name, [name(s) of delegates] when remitting payment. Bank charges are to be deducted from the participating organisation's own account and the full fee must be received by the event organiser.

For More Information

Organized by:

**The Institution of Engineers, Singapore**

70 Bukit Tinggi Road

Singapore 289758

Tel: +65 6469 5000

Email: karen.ng@iesnet.org.sg

Managed by:

**World Engineers Summit (WES) 2013**

c/o Reed Elsevier (Singapore) 2008 Pte Ltd

1 Changi Business Park Crescent

#06-01 Plaza 8 @ CBP Tower A

Singapore 486025

Tel: +65 6780 4576

Email: claire.tan@reedexpo.com.sg

Terms and Conditions governing WES 2013 Summit delegate registrations

A. Registration and Delegate Fees

- World Engineers Summit 2013 will be held from 11 – 13 September at the Sands Expo & Convention Centre, with site visits on 14 September 2013. Delegates may register for the Summit using the registration form or via online at www.wes2013.org/registration.
- Payment must reach the Summit Manager by 23 August 2013. Full payment due not received by 23 August 2013 may result in your registration being voided.
- **The above apply for all Full registrations, group registrations, students' registrations, as well as 1 Day or 2 Days registrations.**
- The delegate fees for 1 Day and 2 Days registration will include related tea breaks and lunch for the registered day(s), but **DOES NOT** include participation in any related reception or dinner for the day, or any other days of the Summit.
- **Student registrations:** Students who register for the Summit will be accorded a special rate of S\$600.00 for the 3 days of the Summit. Full details of your student status will need to be provided as indicated on the Summit Registration Form. The Organiser reserves the right to seek verification of student status, as well as to decline any student registration without prejudice. 1 Day and 2 Days registration for the Summit is not available for student registrations. Group registration rate is not available for student registrations.
- **Technical Site Visits:** These visits will be conducted on 14 September 2013 and is limited to 38 seats per route. Seats are allocated on a first-come, first-served basis. The Summit Manager will not accept any wait-list requests, or request for inclusion into any visit routes that has reached maximum capacity. Participation in the Technical Visits are subjected to, and governed by, the various rules and regulations, and safety requirements of the selected visit sites. Such rules and regulations, and safety requirements will be communicated to all participants prior to the commencement of any visits. Participants are solely responsible for their personal belongings during the duration of the visit, and are responsible to comply with the applicable rules and regulations, and safety requirements of the selected site. Participation in the visit to certain sites may be subjected to the completion and return of an indemnity form, which may constitute a requirement to facilitate an entry into the sites.
- All registrations must be submitted on an official Summit Delegate Registration Form (print or via online). Full details are to be provided where requested. Incomplete submissions may result in a delay in the processing of your registration.
- **Goods & Services Tax (GST):** All fees quoted are in Singapore Dollars. **All payment must be made in Singapore Dollars.** The prevailing GST rate will apply to all registrations received from Singapore-registered companies, institutions or individuals.
- Entry into the Summit is subject to full payment being received by the Summit Manager. Delegate badges are to be collected and worn at all times when attending the Summit and are not transferable. The Summit Manager reserves the right to refuse acceptance of any registration without prejudice.

B. Registration Substitution & Cancellation Policy

- **Substitution: For Individual and Group registrations** - Notice of substitution (in the event of inability to attend) must be given in writing before 23 August 2013 to the Summit Manager. Failure to notify the Summit Manager of the substitution by this date may result in the replacement being barred from entering the Summit.
- **Cancellation: For Individual and Group registrations** - No refund of fees will be made for cancellations or non-attendance of the Summit after 23 August 2013. Written notification provided before 23 August 2013 will be entitled to a 50% refund payment, with the remaining 50% imposed as administrative fee.

C. Registration Confirmation & Delegate Administration

- All Summit registrations submitted via the website or official registration form will receive a written confirmation upon receipt.
- Delegate Administration Letters will be provided to each registered delegate at least two weeks before the commencement of the Summit. The Letter will provide details of delegate administration for the Summit (venue details, badge collection counters operating hours and location, etc) and will have to be presented at the registration counters for participation verification purposes. Registered delegates who do not receive the letter one week before the Summit, please contact the Summit Manager.

D. Visa Requirement (foreign delegates)

- For foreign delegates, please visit the Singapore Immigration and Checkpoint Authority's website (www.ica.gov.sg) if you are uncertain about entry visa requirements for Singapore. The Summit Manager may be able to assist with providing a Letter of Participation for visa application. This is subject to full payment of the Summit delegate fee being received, and a written request being submitted for the Letter.
- Please note that the Summit Manager have no influence regarding the issuance of any visa document required by the authorities. You are encouraged to make your own timely arrangements for the application of any such required document to ensure your ability to attend the Summit.

Travel & Accommodation

- A selection of hotels with different room rates has been arranged for foreign delegates to WES 2013. To book your room, please visit www.wes2013.org/where-stay for more information.
- Alternative accommodation arrangements can also be made through the Official Travel Agent, Safe 2 Travel Pte. Ltd, Ms. Maureen Goh maureengoh@safe2travel.com or +65 6823 3111.