



**Nomination and Application Form for**

**IRTI-ADFIMI-FFSA Joint Seminar on “Project Appraisal”**

**Hotel Jumbaktas, Astana, Kazakhstan**

**26 – 28 September 2016**

**Closing date for the application to the seminar: 15 August 2016**

This form should be filled in and signed by the candidate in typewritten form or printed in block letters.

|  |  |
| --- | --- |
| **1) Title (Mr./Ms./etc.):** | Nationality: |
| Name: | Surname: |
| **2) Mailing Address** | |
| Tel: | Fax: |
| E-mail: | Web site: |
| **3) Contact person in case of emergency** Tel: Email: | |
| **4) Institution / Company** Section / Position: | |
| **5) Flight details** | |
| Date of Arrival in **Astana**: | Date of Departure from **Astana:** |
| Flight number / Arrivial time: | Flight Number / Departure time: |
| **6) Hotel reservation details** | **Name of Hotel:** |
| Check-in date: | Check-out date: |
| Single room | Double room |
| **7) Airport - Hotel Transfer (two way)** | |
| □ Yes I request airport pick up | □ No I do not request airport pick up |

I certify that my statements in reply to the foregoing questions are true and complete to the best of my knowledge.

1. Members: Seminar is free for ADFIMI Members
2. Non Members: Shall pay USD 100 for registration. (Two or more participants from the same institution will be charged USD 75 each)
3. Airport transfer: free of charge for Members and Non Members

***REGISTRATION POLICY***

a) **Payment Policy:**

* Payment should be affected in full at the time of registration. **The fee includes Seminar materials, coffee breaks and lunches (26 - 28 September 2016)**. Other expenses including travel, accomodation, meals (other than lunches on 26 – 28 September) etc. shall be to the account of the participant.
* Registration will not be confirmed until registration form is signed and payment is received in full otherwise the registration may be subject to cancellation (Partcipants can also pay the fee in cash during registration against a receipt)
* In case of cancellation after **15 August 2016**, there will be no refund of paid fees. For cancellation on or before **15 August 2016**, the refund fee will be to applicant’s account and the refund will be materialised as soon as practicable after **28 September 2016.**

b) **Cancellation, Postponement and Replacement Policy:**

* ADFIMI is not responsible for any loss or damage as a result of a replacement, change, cancellation or postponement of an event. ADFIMI shall not assume any liability in case this Seminar is cancelled, rescheduled or postponed due to unforeseen events, Act of Allah, or any other event that prevent performance of this Seminar. For the purposes of this clause, a fortuitous event shall include, but not limited to; war, riot, labour strike, fire, bad weather or others the like.
* Kindly note that speakers and topics were confirmed at the time of announcement, however, circumstances beyond the control of the organizers may necessitate replacement, change or cancellation of the speakers and/or topics. In such cases, ADFIMI reserves the right to change or modify the announced speakers and/or topics when necessary. Any replacement or alteration will be announced on ADFIMI’s web page immediately.

***Place and Date*** ***Name and Signature of Applicant***

CERTIFICATE: Participant failing to attend whole or part of the Seminar without a valid reason and permission will not be issued a certificate of attendance.

I want to attend the ADFIMI IRTI Joint Seminar on “Project Appraisal” to be held at Hotel Jumbaktas, Astana, Kazakhstan on 26 – 28 September 2016.

|  |  |
| --- | --- |
| **Seminar Fee & Transfer Fee** | **Please Tick (✓) relevant box** |
| **I am a member, do not pay registration fee** |  |
| **I am a member, I need airport reception for free (Optional)** |  |
| **I am not a member, I pay USD 100\*** |  |
| **I am not a member, I need airport reception for free (Optional)** |  |

|  |  |
| --- | --- |
|  | **Please write**  **the amount transferred** |
| - Attached please find the receipt for total payment of USD …………….to ADFIMI’s account.\* |  |

*\* The participants may also pay in cash during registration, against a receipt.*

Seminar fee includes training costs, Seminar notes, lunches and coffee breaks during the Seminar, cost of transfers between the airport and the hotel.

I have read ADFIMI’s Registration Policy and accept its terms and conditions.

I certify that my statements in reply to the foregoing questions are true and complete to the best of my knowledge.

Candidates should be in good health. Participants are expected to take **life** and **medical insurance** coverage in their home countries to cover their travel and stay in **Astana, Kazakhstan. ADFIMI does not accept any liability due to illness, accident or loss of life of participants.**

***Place and Date*** ***Name and Signature of Applicant***

|  |  |
| --- | --- |
| **ADFIMI’s Contact Details:**  Address: Saka Mehmet Sk, No:13, Kat: 2,  Sultanhamam, Eminönü, 34116, İstanbul, Turkey  Web site: <http://www.adfimi.org>,  [adfimi@adfimi.org](mailto:adfimi@adfimi.org) , [info@adfimi.org](mailto:info@adfimi.org)  Phone: + 90.212.526 51 26 – 27,  Fax: + 90.212.526 51 28 | **Hotel Contact Details**  65, Karasakal Erimbet str  Astana, 010000, Kazakhstan  Tel: +7 7172 579 777, 578 777  Email: [sales@jumbaktas.kz](mailto:sales@jumbaktas.kz) |

|  |
| --- |
| **ADFIMI's US Dollar Account Details:**  Account No: 53000734  IBAN :TR92 0001 2009 8480 0053 000 734  Bank : Turkiye Halk Bankası Sultanhamam Branch (Code: 848)  Address : Eminönü, İstanbul, Turkey  SWIFT : TRHBTR2A (Head Office) |