



Cheng Yu Tung Building, The Chinese University of Hong Kong

## Offline Registration Form

Early Bird on or before **19<sup>th</sup> February 2012** Hong Kong Regional time

(For Enquiry: [secretariat@arc2012.hk](mailto:secretariat@arc2012.hk))

Please use **ONE FORM** for **EACH REGISTRATION** and separate forms for multiple registrations.

### A. Personal Particulars: \* must be completed

Title:* <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Ms <input type="checkbox"/> Mr	Surname:*	Given/First Name:*
Department:*		Country:*
Institution:*		
Telephone:*	Fax:	Email:*
Paper ID		IEEE Member No:
* Do you require vegetarian food? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### B. Registration Fees:

Registration Type	Early Bird Registration On or before 19 <sup>th</sup> February 2012	Regular Registration After 19 <sup>th</sup> February 2012
Full Registration (Non-member)	USD550 / HKD4,280	USD580 / HKD4,500
IEEE Member	USD465 / HKD3,600	USD580 / HKD4,500
Student (Excluded Banquet with tour)	USD310 / HKD2,400	USD387 / HKD3,000

**Author Registration: One full registration rate is allowed to upload one paper.**

**The registration will include:**

Conference Proceedings, coffee breaks, luncheon, conference banquet with tour for conference delegates.

**Student Registration:**

Each student registration must be accompanied by proof of full-time student status via a valid ID card or letter at the time of registration.

### C. Additional Items:

Extra Banquet with Tour ticket	USD100 / HKD780 x (      ) Ticket(s) =	USD / HKD
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### D. Cancellation Policy

If cancel your registration after payment, please put in writing to conference secretariat at [secretariat@arc2012.hk](mailto:secretariat@arc2012.hk). The following cancellation policies will be applied:

Written notice for cancellation received on	Handling charge and refund
19 <sup>th</sup> February 2012	USD100 / HKD780 handling fee will be charged and the rest will be refund
On or after 20 <sup>th</sup> February 2012	No Refund
Extra Banquet with tour	No Refund

**Remarks:** Bank will normally apply a charge for refund received, to be made by the bank on card holder direct.

### E. Payment Method (Please the appropriate payment method)

**By Credit Card**     VISA     MASTERCARD     AMEX

Name of Card Holder	Expiry Date (MM/YY)
Credit Card Number	Holder's Signature
Card Verification Number : <small>(the last three digits at the back of your VISA/Master card, applicable for VISA/Master only)</small>	Grand Total USD/ HKD _____

*I hereby authorize "Momentous Asia Travel & Events Co. Ltd" to charge the grand total amount to my credit card above. Information provided is true and correct to the best of my (our) knowledge.*

*Before we proceed your payment, please make sure:*

- *Your card is allowed to make payment overseas.*
- *Your visa or master card must be verified by Visa/Master.*
- *Your card has the credit limit for the payment.*

**By Telegraphic Transfer:**

Please transfer the payment into the following account:

**Name of Account :** Momentous Asia Travel & Events Company Ltd  
**Bank :** HSBC Hong Kong  
**Account Number :** 400-715389-838 (multi-currency including CNY)  
**Bank Address :** HSBC Main Building, 1 Queen's Road Central, Hong Kong  
**SWIFT Code :** HSBCHKHHHKH

\* In order to avoid any inconvenience, please state "ARC 2012" and the participant name in the message of the remittance.

\* Please fax the completed Offline Registration Form to (852) 2369 2060 or email to [secretariat@arc2012.hk](mailto:secretariat@arc2012.hk)