



**WORLD COMMUNICATION FORUM ISTANBUL 2016  
Istanbul University Cemil Bilsel Conference Hall,**

**Istanbul**

**3 & 4 November 2016**

**9:00 a.m. – 5:30 p.m.**

**REGISTRATION FORM**

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**DELEGATE INFORMATION**

**Title:** Mr. Mrs. Ms. Dr. Other: \_\_\_\_\_\_\_\_\_\_\_ **Photo:**   
*Type “x” in the appropriate box*

First Name (Given): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last (Family) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport Date of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport Date of Expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRAVEL REQUIREMENTS**

1. Delegates must possess **a valid passport** or other internationally recognized travel documents endorsed for travelling to Turkey. The travel document must be valid for **at least six (6) months** following the stay allowed in Turkey.
2. Delegates may request the **Visa Invitation Request Form** via email to registration@wcfist.tr. Please note that it is the sole responsibility of the Delegates to obtain the necessary paperwork for entry into Turkey. The invitation letter will only be provided to Delegates who have registered and paid in full for the conference. This letter will facilitate but does not guarantee a visa.
3. **Visa requirements** are dependent on the country of origin and last port of disembarkation before entering Turkey. For detailed information on visa applications, please visit: http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa.
4. Registrants may also contact the nearest Turkish consulate to confirm visa requirements.

**CONTACT DETAILS**

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(if different than the participant)

Company position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGISTRATION FEES**

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| --- | --- |
| **Entry Fees** | Registration Only (two-day session) |
| **Registration Payment** (Valid Until November 1, 2016) | € 300 |
| **Listener Registration Payment for Istanbul University Members**  **(Lecturers, Students)** (Valid Until November 1, 2016) | € 30 |

**Standard (300 €) fee includes:**

– Registration Admission

– 2 lunches (3-4 November 2016)

– Coffee Break Refreshments (3-4 November 2016)

– Gala Dinner (3 November 2016)

– Attendance Paper

– Links to: photo summary of the event, presentations

**Listener’s Entry (30 €) includes:**

– Registration Admission

– 2 lunches (3-4 November 2016)

– Coffee Break Refreshments (3-4 November 2016)

– Attendance Paper

– Links to: photo summary of the event, presentations

**Special Note:**

Sessions will only be held in English.

**PAYMENT INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BANK NAME** | **BRANCH CODE** | **BRANCH NAME** | **ACCOUNT NO** | **IBAN NUMBER** | **CURRENCY** | **SWIFTCODE** |
| **GARANTİ BANKASI** | **1609** | **YEDİTEPE TİC. ŞB.** | **9080074** | **TR080006200160900009080074** | **EURO** | **TGBATRISXXX** |

**PAYMENT MODE**

Bank Transfer-Money Order

Important Note:

* Please include a copy of your bank transfer with your completed form and e-mail to [wcfdavosistanbul2016@arbeta.com.tr](mailto:wcfdavosistanbul2016@arbeta.com.tr)
* Bank drafts and cheques will not be accepted for payment.
* Bank charges are to be borne by the disburser.
* ***Pro-Form Invoice*** *issued upon receipt of this application (official invoice due after event – upon request) to:* [wcfdavosistanbul2016@arbeta.com.tr](mailto:wcfdavosistanbul2016@arbeta.com.tr)

I hereby apply for participation and registration in the above event and accept to pay the due fees with the total amount of: € \_\_\_\_\_\_\_\_\_ in words, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS & CONDITIONS**

1. A letter confirming the registration will be sent via email upon full payment of registration fees. Please bring along this confirmation letter and present it at the registration counter when collecting your delegate badge on 3 & 4 November 2016.
2. Registered delegates may arrange their requests about hotel, air travel and transfer through Arbeta Tourism for advantageous prices. For detailed information you may call [*+90.212.351 65 35*](tel:%2B90.212.351%2065%2035)or send an e-mail to [*wcfdavosistanbul2016@arbeta.com.tr*](mailto:WCFDavosistanbul2016@arbeta.com.tr)*.*
3. Payment of registration fees can be made via:
4. Money Order
5. The Organiser reserves the right, and will inform Delegates on any alteration to any of the arrangements for the WCFIST 2016 including the cancellation of the event should unforeseen circumstances require such action. In the special circumstances that the entire event has to be cancelled, the Organiser will refund the registration fee to the Delegates. However, the Organiser will not be liable for other associated costs, e.g. accommodation and travelling expenses, and any inconveniences incurred to the Delegates due to the cancellation. Therefore, Delegates are advised to arrange for their own travel insurance.
6. All cancellation of registration must be done in writing and submitted to [wcfdavosistanbul2016@arbeta.com.tr](mailto:WCFDavosistanbul2016@arbeta.com.tr)
7. Any refund of fees will be made only for cancellations received in writing at least 30 days prior to the event.
8. A 25% cancellation charge is due to cover administration costs. No refund for books or printed/other materials/souvenirs.
9. No refunds will be made for cancellations received within 30 days before the event.

I have read and I accept the terms and conditions above. Yes

Participant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Delete underlined space before inserting a digital signature, or print the form and sign before returning a scan via email)