



Papua New Guinea Association of
Administrative Professionals



The Association of Secretaries and
Administrative Professionals in Asia-Pacific

24th ASA CONGRESS

24th -28th September 2018

Gateway Hotel, Port Moresby, National Capital District, Papua New Guinea

“Administrative Dynamics – The WOW Factor”

REGISTRATION FORM

A) Participant Information

(Please enter/print your name as it should appear on your Congress Identification Card and COMPLETE all sections using BLOCK letters).

Name (as shown in current Passport)		Passport Number		Nationality	
Preferred Name to print on Congress Identification					
Full Name of Association (for ASA members)					
Employer			Designation		
Mailing Address			Country		
Email		Mobile	Landline	Facsimile	
Dietary Requirements / Allergies					

B) Congress Package

Congress Category	ASA Member		Non-ASA Member	
Single Room	US\$950.00		US\$1,150.00	
Twin Share Room	US\$650.00		US\$1,000.00	
Twin Share : please provide the name of the person whom you will be sharing with. In the event no name is provided, the organizing committee will assign you with a roommate.				
First Name	Last Name (Surname)		Country	ASA Member / Non-Member

Congress Package covers hotel accommodation from Check-In on Monday 24th to Check-Out at 12:00 noon on Friday 28th September 2018. Hotel minibar, laundry and incidental charges incurred during room occupancy, will be borne by the participant and must be settled directly with the hotel upon check-out. The organizers will not be held responsible or liable for any costs incurred by the occupant/participant.

C) Flight Details

Arrival Flight #	Arrival Date	Arrival Time
Departure Flight #	Departure Date	Departure Time
Are you travelling in a Group / Individually (specify)		
To reconfirm departure reservations, provide travel details to organizing committee for assistance.		



D) Payment Information

FULL PAYMENT of US Dollars 650 or 950 or 1,000 or 1,150 + US\$ 3.00 = US\$ 653, or 953 or 1,003 or 1,153 must be made by telegraphic transfer to be deposited directly into :

Account Name	PNG Association of Administrative Professionals (PNGAAP)
Account Number	700 110 5886
Bank Name	Bank of South Pacific (BSP)
Bank Branch	Waigani
Bank Address	P O Box 78, Port Moresby, Waigani Banking Centre Section 34, Allotment 6 & 7, Klinki Street, Waigani Drive, Papua New Guinea

Please email scanned copy of Bank Transfer Telegraphic remittance slip to pngaap@gmail.com or ptarur@gmail.com or pngaap.advisor@gmail.com .

- Payment by telegraphic transfer must be received on or before 12:00 noon Friday 10th July 2018
- Any corresponding incoming bank charges (US\$3.00) must be borne by the participant and not deducted from the congress registration fee being remitted, otherwise US\$3.-00 will be charged and collected upon registration.

E) Cancellations / Refunds

- No refunds will be made for cancellations.
- A substitute participant will be accepted in the same category.
- Relevant particulars of the substitute must be provided by 12:00 noon Friday 31st August 2018.
- No refund will be made for non-attendance at any event during the congress

F) Pre / Post Congress Arrangements

Relevant details of your intention to travel in earlier or depart later than the congress actual must be provided to the Organizers before travelling into Papua New Guinea. Separate arrangements will be made and provided to you via email.

G) Confirmation of Participants Registration

The Organizers accept no liability for injury, death, loss, cost or expenses suffered or incurred by any participant/person partaking or accompanying a participant/person in this Congress. The Organizers reserve the right to make any amendments that are deemed necessary and relevant to be in the interest of Congress participants, without any notice.

I have attended ASA Congresses. This will be my ASA Congress.

<i>Participants Name</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>
<i>Witnessed by Name of Association President</i>	<i>Signature</i>	<i>Date</i>	<i>Time</i>

Please return this registration form together with a copy of the remittance slip to one of the following :

CLOSING DATE : 12:00 noon FRIDAY 31st AUGUST 2018

Ms Mea R Lou-Isaac	ASA President	pngaap.advisor@gmail.com
Ms Eleanor Gebone	Chairperson Organizing Committee	egebone@hq.cs.gov.pg
Ms Patronilla A Tarur	Organizing Committee	ptarur@gmail.com
Ms Wilma F Wilfred	Organizing Committee	wwilfred@works.gov.com
Ms Davera Guru	Organizing Committee	dguru@works.gov.pg
Mr Lohia Tau	PNGAAP Secretariat	pngaap@gmail.com
Miss Miriam Ume	PNGAAP Secretariat	pngaap@gmail.com

c/- PNG Association of Administrative Professionals (PNGAAP),
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