

## **PROCEEDINGS FOR DELEGATES**

1. Send the registration form to us by email or by fax.
2. Upon receipt of your registration form – we will send you an invoice by email in PDF format.
3. Once the invoice is paid – we will send a confirmation by email that the funds have been received.
4. On the day of the conference, please come to the registration desk and present your business card.
5. We will provide you with the conference badge and conference materials.
6. To obtain updated information on the conference programme and the event - please visit the official conference website.

## **PROCEEDINGS FOR SPEAKERS**

1. All speakers must send a colour photograph of themselves and a short biography by email. The biography should include initial training, main work experience and family situation/interests. This information will be included in the conference brochure.
2. All presentations will be 30 minutes in length - with five minutes reserved for questions.
3. All presenters must use PowerPoint software. All authors must also supply a written version of their paper in MSWord format in English, maximum length 3000 words.
4. All presenters must use a standard introductory 'slide', which will include the conference logo, the title of the presenter and the title of the presentation. This slide must also be used at the end of all presentations, while the question session is underway. Other 'slides' may take whatever form the presenters wish, but should include the conference logo in any of the four corners.

## **PROCEEDINGS FOR EXHIBITORS**

1. Send the company's logo in .JPG, .JPEG or .PDF file by email. The image must have 300 dpi resolution for printing purposes i.e. banners and brochures.
2. Send introduction paragraph about your company and its products and services including contact details i.e. fax, telephone, email and website address. This information will be added to the conference brochure.
3. Your company brochures can be delivered to the hotel in advance. Your delivery package must contain the date and the name of the event and the name of event organiser.
4. You may set up your portable pop-up display stand in advance (the evening before the event date). The maximum size of a stand should be about 2m x 3m.

**Registration form: Human Resources Power congress**

- Location: 5\* Radisson Blu Sisli Hotel, Istanbul, Turkey
- Date: 23-24 June 2014, Wednesday-Thursday
- Official website: [www.hrcongress.net](http://www.hrcongress.net)

To register: complete, sign and fax all pages on **+90 216 408 2324** or email: [events@ctncentre.com](mailto:events@ctncentre.com)  
 Page 1 of this form is to be completed for each delegate.

Company name: .....

Company's VAT number .....

Company's address: .....

City/State ..... Post/Zip code ..... Country .....

Web address: .....

Delegate's full name: .....

Job title: .....

E-mail address: ..... Mobile number: .....

Telephone number: ..... Fax number: .....

What is your company's main business activity? .....

**I would like to speak and make a non-commercial presentation at the event**

Title of my presentation: .....

**Registration fee per delegate:**

All bank charges are at Buyer's expense

- 1 delegate = 495 EUR + 18% VAT
- 2 delegates = 445 EUR + 18% VAT
- 3+ delegates = 395 EUR + 18% VAT

**Registration fee per delegate includes:**

- attendance at all sessions;
- refreshments, coffee breaks, lunch;
- conference materials;
- MP3 audio recordings of presentations.

**Hotel accommodation (includes tax):**

5\* Radisson Blu Sisli – includes breakfast

- Single room = 200 EUR + 8% VAT
- Double room = 200 EUR + 8% VAT

Number of rooms: .....

Number of nights: .....

Date of arrival: .....

Date of departure: .....

**Director's signature \*** ..... / ..... / .....  
*Signature* *Date* *Full name*

## Promotional options

### Conference advertising options:

- Add 600 EUR + VAT to advertise Full Page Full Colour (A4) in conference brochure
- Add 1,000 EUR + VAT for Double Page (A4 x 2) in conference brochure
- Add 700 EUR + VAT to advertise 130x130 static banner on conference website for 12 months
- Add 800 EUR + VAT to distribute company brochures among conference participants

### Exhibition options at the conference:

- Add 1,000 EUR + VAT for a table top package which includes:
  - 3x2 m exhibition space,
  - a desk,
  - 2 chairs,
  - a dustbin,
  - Wi-Fi internet,
  - allocation of logo, description, link and contact details in online, digital and print conference materials.

Please note, that even if an exhibitor does not wish to attend the conference sessions, he must still register as a paid delegate. A table top must include at least one paid delegate in order to be sold. You can bring your own portable pop-up exhibition stand that you can place behind a desk.

### Bronze sponsorship of the conference:

- Add 6,500 EUR + VAT
  - 3 delegate passes;
  - table top package;
  - full page full colour advertisement (A4 size) in a conference brochure;
  - company logo allocated on the conference website with a direct link to your homepage;
  - company logo allocated on the Front Cover of the conference brochure;
  - 200 words of company description and contact details added in conference brochure;
  - company logo allocated on the intro slide, shown on the screen at the start of the conference;
  - company logo/name placed in promotional email shots\*;
  - company logo printed in promotional ads in selected industry related magazines\*;
  - PDF company brochure added to online materials.

\* The service is provided if sponsor meets the set deadlines of scheduled promotion.

### Silver, Gold, Platinum and Lead sponsorship options of the conference:

- I am interested in learning more about other sponsorship options

Our sponsorship packages offer strong brand promotion before conference, during conference and after conference, which means that your company's visibility and exposure lasts for months and not days – enabling your company to maximize on its return on investment. All our sponsors are provided with outstanding marketing opportunities which raise brand awareness. Speak to us to learn how CTN Centre can further develop your company's brand identity and carry a message across directly to your target audience.

Director's signature \* ..... / ..... / ..... /  
*Signature*    *Date*    *Full name*

**Payment option 1 – Credit card**

Credit number (16 digits): .....

Credit type: VISA / MASTERCARD / MAESTRO / SWITCH

Expiry date: ..... Valid from date (if applicable): ..... Issue number: .....

CVS – 3 digit security number: .....

Full name as it appears on the card: .....

Country that the card is registered to: .....

**Payment option 2 – Bank transfer to our sister company in Turkey**

Company name: INNOVA ITHALAT IHRACAT TICARET LTD  
 Bank: HSBC, Istanbul, Turkey  
 Bank's address: Dr. Faruk Ayanoğlu cad. No:32, Kadıköy, 34724  
 Registered in Turkey, Tax no. **4650376395**

Currency account: EUR  
 SWIFT: HSBCTRIX  
 IBAN: TR430012300728101896677399

**Number of delegates: ..... Total amount to be paid in EUR: ..... + VAT**

**Terms & conditions**

**Responsibility of honouring the agreement**

Signed registration form confirms your acceptance of pages 1, 2 and 3 including terms & conditions and guarantees full payment made to Innova Ithalat Ihracat Ticaret Ltd - a part of CTN Centre Group, based in Turkey (thereafter CTN Centre) within 48 hours. By signing this form you also confirm that you have the right to sign and commit to this agreement, which means that the registered organisation or yourself become liable in making full payment to CTN Centre regardless of registered delegate's attendance.

**Cancellations**

If you are not able to attend, a substitute delegate will be accepted. Cancellations must be received in writing at least 30 days prior to the conference date to qualify for a full refund less 125 EUR administration fee. Cancellations made within the last 30 days are not refunded. Verbal cancellations are not accepted.

**Liability**

In the unlikely event of the conference being cancelled or curtailed due to any reason beyond the control of CTN Centre, or it is necessary to or advisable to reallocate or change the date and/or location of the event, neither CTN Centre nor its employees will be held liable for refunds, damages and/or additional expenses which may be incurred by delegates. CTN Centre will not be liable for any travel or accommodation expenses incurred by delegates or their organisation. We, therefore, recommend prospective delegates to arrange appropriate insurance cover.

**Conference attendance**

Dress code for the event is suit and tie. Registered delegate must present his/her business card at the registration desk to obtain delegate's badge and conference materials. Badge swapping with other registered/non-registered delegates is against our company policy and will not be permitted.

**Visas and letters of invitation**

Please note, that visas are the responsibility of delegates. Any letters of invitation can only be sent upon receiving full payment and not before.

**Dispute resolutions**

In the event of any breach or violation of the terms and conditions of this agreement, the dispute between parties shall be settled by arbitrage court of Istanbul, Turkey.

**Director's signature \*** ..... / ..... / .....  
Signature Date Full name

## PLEASE PROVIDE YOUR FEEDBACK

1. What questions would you like to get your answers to at the conference?

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2. What type of companies would you like to meet at the conference?

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3. What are your expectations from the event?

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4. Events in which industry are you interested in attending? Specify sub-industry e.g. Metals - Flat steel

- |                          |                                   |                          |  |
|--------------------------|-----------------------------------|--------------------------|--|
| <input type="checkbox"/> | Aerospace & defence               | <input type="checkbox"/> | Health & medical                         |
| <input type="checkbox"/> | Apparel & accessories             | <input type="checkbox"/> | Home textile                             |
| <input type="checkbox"/> | Automotive                        | <input type="checkbox"/> | Human resources                          |
| <input type="checkbox"/> | Agriculture                       | <input type="checkbox"/> | Information technology (IT)              |
| <input type="checkbox"/> | Chemicals                         | <input type="checkbox"/> | Machinery & equipment                    |
| <input type="checkbox"/> | Construction & building materials | <input type="checkbox"/> | Metals                                   |
| <input type="checkbox"/> | Electronics                       | <input type="checkbox"/> | Minerals & mining                        |
| <input type="checkbox"/> | Energy - renewable                | <input type="checkbox"/> | Packaging & printing                     |
| <input type="checkbox"/> | Energy - gas and oil              | <input type="checkbox"/> | Retail                                   |
| <input type="checkbox"/> | Environment                       | <input type="checkbox"/> | Rubber & plastics                        |
| <input type="checkbox"/> | Finance, banking & investment     | <input type="checkbox"/> | Sales & marketing                        |
| <input type="checkbox"/> | Food & beverages                  | <input type="checkbox"/> | Telecommunication                        |
| <input type="checkbox"/> | Furniture                         | <input type="checkbox"/> | Transportation, logistics & supply chain |

5. Any other comments.

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