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## **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: international " Future of Commercial Vehicles" conference**

- Location: 5\* Marriott Asia Hotel, Istanbul, Turkey
- Date: Thursday, 26 September 2013
- Official website: [www.TruckTurkey.com](http://www.TruckTurkey.com)

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

- Until 30 July = 645 EUR + 18% VAT
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**Hotel accommodation (includes tax):**

5\* Marriott Asia Hotel, Istanbul - includes breakfast

- Single room = 200 EUR
- Double room = 200 EUR

**Registration fee per delegate includes:**

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

Number of rooms: .....

Number of nights: .....

Date of arrival: .....

Date of departure: .....

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



**Payment option 1 – Credit card - charged by sister company Our Metals in UK**

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 Innova Trade 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*