

CONECAR 2009 JAMAICA

Registration Form



October 26 - 29, 2009 * Kingston, Jamaica

Registration Number: _____

REGISTRATION FORM INSTRUCTIONS

- Print or type and complete all sections of the registration form.
- Photocopy the registration form as needed.
- If registering multiple attendees, you must submit all registration forms together.
- Attendees must submit a registration form in order to make hotel reservations using the official CONECAR 2009 Hotel Reservation Form.

PAYMENT

Full payment must be received with your registration form to be processed.

METHODS OF REGISTRATION

Select one of the following methods to register for CONECAR 2009:

- **By Mail.** Send your completed registration form with full payment to: EAC – CONECAR
49-51 Dunrobin Avenue
Kingston 10, Jamaica
- **In Person On-Site.** Please register at the on-site registration desk during the Congress:
Monday (9:00 Am – 3:00 Pm)
Tuesday & Wednesday (8:30 AM – 4:30 PM)

QUESTIONS

If you have any questions regarding registration or housing, call the Registration/Housing bureau at:
1 [876] 854-6349 OR email: mediasec1@gmail.com

STEP ONE: REGISTRATION (Please type or write in BLOCK LETTERS)

TITLE: (Please circle as appropriate) Bishop Apostle Rev Dr Pastor Mr Mrs. Miss Male
 Female

FIRST NAME _____ LAST NAME _____

NAME FOR BADGE _____ DENOMINATION/ORGANIZATION/AGENCY NAME _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____ Email: _____

In case of emergency: Phone: _____ NAME _____

STEP TWO: HOTEL ACCOMMODATION

Please select your accommodation from the following choices. Those staying at the hotel are asked to fill out the HOTEL BOOKING FORM, and send it directly to the hotel with one night's deposit to confirm booking.

Reservation Confirmation Number: _____

Accommodation fees (all costs are US \$ PER ROOM PER NIGHT)

Hotel	Single	Double	Triple
Jamaica Pegasus 81 Knutsford Boulevard, Kingston 5, Jamaica 1 [876] 926-5706; Fax: 1 [876] 929-5855	140.00	150.00	N/A
Springburn House 1 Springburn Ave. Kingston 19, Jamaica 1 [876] 755-4742; Fax: 1 [876] 905-3779	48.00	54.00	61.00
Shirley Retreat Hotel 7 Maeven Ave., Kingston 10, Jamaica 1 [876] 927-9208; 946-2679; 946-2680	90.00	100.00	110.00



Arranging own accommodation

Persons from outside Kingston and Jamaica who are arranging their own accommodation will need to arrange their own airport transfers as well.

- **Hotel prices include bed, breakfast, taxes, and service charge from Monday night through Thursday night.**

Hotel charges are to be paid to the hotel in JAMAICA and **NOT** to CONECAR's Registrar. Participants are responsible for all the bills incurred at the hotel. Please use the enclosed HOTEL BOOKING FORM to register directly with the hotel. **A one night's deposit MUST be paid to the Pegasus and 50% to Shirley Retreat Hotel and Springburn House** on or before **OCTOBER 5, 2009**. CONECAR is **NOT** responsible for making hotel bookings.

STEP THREE: CALCULATE YOUR REGISTRATION FEES

The prices mentioned below include airport transfers, documentation, and access to all plenaries, workshops and exhibits. Please note that these prices are subsidised as actual cost per participant is over US\$400.00 each.

1. International (overall) Fee **US\$325** (everything including banquet)
2. International Late Fee **US\$25** for late registration
3. Daily Rate **US\$90** per day (covers 2 meals, coffee breaks & documents – no banquet)
4. Special Rates for Jamaicans **J\$23,000** groups of 5 or more (2 meals, breaks & documents – no banquet)
5. Banquet Cost **J\$4,000** or **US\$45** per ticket

Accommodation is **NOT** included in the Congress Fees

STEP FOUR: METHOD OF PAYMENT

The receipt in Jamaica by the CONECAR office of the full registration fee is the confirmation of registration. Wire the full fee at own cost (wiring fee separate) to:

RBTT Bank Jamaica Limited
Half Way Tree Branch
6C Constant Spring Road
Kingston 10
Jamaica

ROUTING Number: **021000018**
SWIFT Code: **IRVTUS3N**
ACCOUNT Number: **4400217000118706 (USD)**
ACCOUNT Name: **Jamaica Association of Evangelicals**

Be sure to notify the Host Committee of CONECAR 2009 with details when the funds have been sent. Once the funds have been sent in full and matched satisfactorily with the Registration Form sent in, the individual then has confirmed his registration. **(NO CASH THROUGH THE MAIL PLEASE)**

NOTE: FINAL REGISTRATION DEADLINE IS OCTOBER 19, 2009. CONECAR 2009 accepts no responsibility for late registrations.

STEP FIVE: LANGUAGE SELECTION

In which language are you fluent? _____ Spanish; _____ French; _____ Dutch; _____ English

If you are not fluent in English, please bring with you a small FM radio and headset for translation

STEP SIX: CANCELLATION/REFUND POLICY

- **Registration is ONLY accepted when full amount or Registration Fee is paid.**
- **All cancellations are subject to a US\$75.00 per person non-refundable deposit. In case of cancellation, a deposit MAY be transferred to a new registration.**
- **In case forces beyond our control interrupt CONECAR 2009 your registration will be refunded less a pro-rata share of all costs incurred.**

Signature of Registrant _____ Date _____
