

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.

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Registration form: international "7th Cement, Construction & Technology" conference

Location: 5* Grand Cevahir Hotel, Istanbul, Turkey

Date: Wednesday-Thursday, 10-11 April 2013

Official website: <u>www.CementMarket.net</u>

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

Company name:				
Company's VAT number (if registered in UK or EU)				
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?				
	·			
Registration fee per delegate: All bank charges are at Buyer's expense	Hotel accommodation (includes tax): 5* Grand Cevahir Hotel – includes breakfast			
From 2 Feb. to 10 Mar. = 995 EUR + VAT From 11 Feb. to 9 Apr. = 1195 EUR + VAT	Single room = 200 EUR Double room = 200 EUR			
Registration fee per delegate includes:	Number of rooms:			
attendance at all sessions; refreshments coffee breaks lunch;	Number of nights:			
 refreshments, coffee breaks, lunch; conference materials; simultaneous translation; MP3 audio recordings of presentations. 	Date of arrival:			
	Date of departure:			
Director's signature *				
Signature	/ / / / Date Full name			

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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 *

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Payment option 1 – Credit c	<u>ard</u>		
Credit number (16 digits):			
Credit type: VISA / MASTERCARD / MAE	ESTRO / SWITCH		
Expiry date: Valid from	om date (if applicable	e): Issue numb	er:
CVS – 3 digit security number:			
Full name as it appears on the card:			
Country that the card is registered to:			
Payment option 2 – Bank tra Company name: INNOVA ITHALAT IHRA Bank: HSBC, Istanbul, Turkey Bank's address: Dr. Faruk Ayanoğlu cad.	ACAT TICARET LTD	Currency account: EUR SWIFT: HSBCTRIX	
Registered in Turkey, Tax no. 465037639			
Number of delegates:	Total amount to	be paid in EUR:	
Terms & conditions			
Responsibility of honouring the agreement Signed registration form confirms your acceptance Innova Ithalat Ihracat Ticaret Ltd - a part of CTN C you also confirm that you have the right to sign and liable in making full payment to CTN Centre regardle	entre Group, based in Tur commit to this agreement	rkey (thereafter CTN Centre) within 48 ho c, which means that the registered organise	urs. By signing this form
Cancellations If you are not able to attend, a substitute delegate conference date to qualify for a full refund less 125 cancellations are not accepted.	e will be accepted. Cance EUR administration fee. C	ellations must be received in writing at le cancellations made within the last 30 days	ast 30 days prior to the are not refunded. Verbal
Liability In the unlikely event of the conference being cancel advisable to reallocate or change the date and/or damages and/or additional expenses which may be expenses incurred by delegates or their organisation.	location of the event, neit be incurred by delegates.	her CTN Centre nor its employees will be . CTN Centre will not be liable for any to	e held liable for refunds, ravel or accommodation
Conference attendance Dress code for the event is suit and tie. Registered badge and conference materials. Badge swapping permitted.			
Visas and letters of invitation Please note, that visas are the responsibility of dele	gates. Any letters of invita	tion can only be sent upon receiving full pa	ayment and not before.
Dispute resolutions In the event of any breach or violation of the terms court of Istanbul, Turkey.		, , ,	
Director's signature *		 Date	/ Full name
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