

**1st IATO Outbound Convention
2 – 5 October 2017, Colombo, Sri Lanka
REGISTRATION FORM**

Please email at: convention@iato.in

Use photocopy of this form for additional registration

I wish to register for the 1st IATO Outbound Convention in Colombo scheduled from 2 - 5 October 2017.

Delegate Details:

FIRST NAME: (as in passport) _____

MIDDLE NAME: (as in passport) _____

SURNAME: (as in passport) _____

TITLE: _____ DESIGNATION: _____

ORGANISATION: _____

ADDRESS: _____

PIN CODE: _____ COUNTRY: _____

TEL: _____ MOBILE: _____ EMAIL: _____

GST NO. _____

PASSPORT NUMBER: _____ PASSPORT ISSUE DATE: _____

PASSPORT EXPIRY DATE: _____ PASSPORT ISSUED AT (Place): _____

SPOUSE FIRST NAME: (as in passport) _____

SPOUSE MIDDLE NAME: (as in passport) _____

SPOUSE SURNAME: (as in passport) _____

PASSPORT NUMBER: _____ PASSPORT ISSUE DATE: _____

PASSPORT EXPIRY DATE: _____ PASSPORT ISSUED AT (Place): _____

ADMINISTRATIVE FEE

- Administrative Fee per participant (including convention fee): INR 5000 per Participant including GST. Spouse Complimentary.

Payment option

Pay online Rs. 5000/-

Pay by Cash/Cheque/draft No. _____ for Rs. 5000/-

Hotel Accommodation Details

Three (3) nights accommodation from 2nd to 5th October will be complimentary on room plus American breakfast basis at the following hotels on double/twin sharing basis. Please give your choice of hotel, however, allocation will be done by the committee depending upon availability.

Please book accommodation for me one

Single (subject to availability) Double Twin room at

Taj Samudra (Venue Hotel) Galle Face Ramada Colombo

Note:- For the delegates who wish to arrive before 2nd October and or want to stay back for additional night, special rates have been offered as per following on direct payment basis.

Name of the Hotel	Room Rate Single with breakfast per night (in USD)	Room Rate Double with breakfast per night (in USD)
Taj Samudra	176	189
Galle Face Hotel	135	145
Ramada Colombo	134	144

Pre and Post convention accommodation will be provided only at the same hotel where delegate is staying during the convention. (In case of no show, hotel will charge retention charges).

Yes, accommodation is required at the same hotel Pre Convention from _____ to _____ and Post Convention from _____ to _____

City Tour/Spouse Tour (Please see the details)

Yes will take Spouse Tour on 3rd October 2017. Yes will take City Tour on 4th October 2017

Post-Convention Tours (Please see the details)

Yes will take Post Tour No. _____

SriLankan Airlines has offered the following special fares for the delegates attending the convention:-

- INR 15,000 inclusive of taxes from Delhi/Mumbai/Kolkata to Colombo and back.
- INR 10,000 inclusive of taxes from Vishakhapatnam/Hyderabad/Chennai/Trichy/Kochi/Thiruvananthapuram/Bangalore to Colombo and back.

If you wish to avail the special fare please mention.

I would like to travel on Srilankan Airlines on special fare to Colombo on _____ by flight No. _____ and return on _____ by flight No. _____ (Request for availing special fare on SriLankan Airlines should be sent on email id ticketingcolombo@gmail.com)

I confirm that I have read and agree to the Cancellation Policy and the Terms and Conditions.

Signature: _____ Date: _____

IMPORTANT INFORMATION

City Tour/Shopping Tour

- 3rd October 2017 - Half day Shopping tour for spouses at 02.00 pm complimentary by IATO
- 4th October 2017 - Half day city tour for all the delegate at 09:30 am complimentary by IATO

Post Convention Tours

Post Tour No. 1 - Day Excursion to Kandy – 130 kms. Evening return to Colombo. Cost USD 42 per person, minimum two pax.

Post Tour No. 2 – One Night Tour - Hilly Country (Kandy) - Colombo – Kosgoda- Kandy- Colombo. Dinner and Overnight stay at Hotel in Kandy. Minimum two paying person, cost USD 122 per person on double sharing at Earl’s Regency in Kandy. Single supplement USD 41. (Distance Day 1– Colombo- Kosgoda – 95 kms, Mosgoda – Kandy 47 kms. Distance Day 2 – Kandy- Colombo – 142 kms)

Post Tour No. 3 - Two Nights Tour – Cultural & Hill Country – Colombo – Kandalama – Kandy- Colombo. First day Dinner and Accommodation at Heritance Kandalama and second night dinner and accommodation at Earl’s Regency Kandy. Minimum two paying person, cost USD 217 per person on double sharing. Single Supplement USD 90. (Distance Day 1- Colombo- Pinnawala –Kandalama 95 + 82 kms, Day 2 – Kandalama-Kandy 20 Kms, Day 3 – Kandy – Colombo – 142 kms)

Post Tour No. 4 – Two Nights Tour – Hill Country & Little England of SL:- Colombo – Kandy- Nuwara Eliya- Colombo:- First day Dinner and accommodation at Earls Regency Kandy and Second day dinner and accommodation at Grand Hotel NE. Minimum two paying person, cost USD 277 on double sharing basis. Single supplement USD 128. (Distance Day 1 – Colombo - Pinnawala- Kandy 95 + 47 kms, Day 2- Kandy – Nuwara Eliya 89 kms, Nuwara Eliya – Colombo – 175 Kms)

Note:-

- **Cost of all the Post Tour will proportionately decrease if numbers are increased.**
- For the Post Convention Tours payment need to be made in USD by cash or Credit Card upon arrival in Colombo to M/s. Aitken Spence PLC, Colombo, Sri Lanka who are our official handling agent.
- All above tours include an English Chauffeur Guide.
- Transportation by AC vehicle with minimum two pax.
- The above post- convention tour cost does not include Entrances at monuments, temples, boat rides, gardens etc. and payable directly.

Conference Package Include:

- Registration and Kit Bag
- **Arrival and Departure Transfers. Will be provided for arrivals only on 1st and 2nd October and for departures on 4th October (late evening) and 5th October 2017.**
- 3 nights accommodation with breakfast
- 3 Conference Lunches on 2nd, 3rd and 4th October 2017
- 2 Dinners – on 2nd and 4th October 2017. Confirmation for dinner on 3rd October is awaited.
- Half day City tour on 2nd October 2017 at 1.30 pm
- Half day Spouse tour on 3rd October 2017 at 2 pm

Above cost does not include the following:

- International Air Ticket to Colombo and back: Special fares available. Details to follow.
 - Sri Lanka Visa Fees – members to apply for visa on the link http://www.eta.gov.lk/slvisa/visainfo/center.jsp?locale=en_US
 - Entrances Fees to the monuments, if any.
 - The registration fee does not include Airfare, VISA Charges, Airport Taxes, Overseas Medical Insurance, Personal Expenses such as Porterage, Telephone Calls, laundry, Soft/hard drinks and monuments fee, use of mini bar etc.
 - Anything which is not mentioned under the head “Cost Includes”.
 - Hotel Confirmations will only be processed in case of duly filled booking form being received along with participant fee.
 - All Post Tours are payable as per details given above directly to M/s. Aitken Spence PLC, Colombo, Sri Lanka
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TERMS AND CONDITIONS

- Maximum two delegates are permitted to register on sharing a twin bedded room. If spouse is accompanying, only one registration from a company will be accepted. In case of accompanying spouses, no additional registration charges are payable and spouse will be complimentary.
- Registrations are confirmed upon receipt of payment.
- The programme is as on date. Indian Association of Tour Operators (IATO)) reserves the right to postpone event or amend the programme if necessary.
- This registration form constitutes a non-refundable binding contract and firm commitment to IATO.
- Hotel and any other booking will be made by IATO only upon receipt of administration fee as above.
- For the post convention tours payment need to be made in USD by cash or Credit Card upon arrival in Colombo.
- Payment for extra nights needs to be paid to the hotel directly. In case of cancellation, charges for extra nights would be applicable.

CANCELLATION POLICY

Cancellations are not accepted and administrative fee is non-refundable, however substitutions are permitted and must be received in writing by 25th September 2017.