

E-mail: info@caribroadcastunion.org
Telephone: (246) 430-1007
Fax: (246) 228-9524
Web: <http://www.caribroadcastunion.org>



REGISTRATION FORM

Please return this form by e-mail to admin@caribroadcastunion.org or fax +1(246) 2289524

1. Delegate Details		
<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify) _____ Representing CBU Member: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Last name:	First name:	Middle name:
Passport number:	Country issuing passport: ¹	
Job title:		
Organisation name:		Nature of business:
Address:		
Town/City:	Country:	Postcode:
Telephone:	Mobile :	Fax:
E-mail:	Special Needs Including Dietary Request:	
Date & Time of Arrival:		
Airline and Flight No:		
Date & Time of Departure:		
Airline and Flight No:		
Name(s) of accompanying party(s):		

¹ CARICOM passport holders do not require a visa to visit Cuba. However, participants who will be travelling on non-CARICOM passports are strongly advised to contact the Secretariat to request a letter to facilitate arranging for a visa.

E-mail: info@caribroadcastunion.org
 Telephone: (246) 430-1007
 Fax: (246) 228-9524
 Web: <http://www.caribroadcastunion.org>

2. Airport – hotel transfers – For delegates who prefer not to arrange their own transfers, CBU will arrange transfers for USD 35 per person, per trip.

<u>Trip Requested</u>	<u>Number of persons per trip</u>
Arrival: Airport – hotel	_____
Departure: Hotel – Airport	_____
Total transfer cost USD _____	

3. Accommodation – Special rates have been negotiated for AGA delegates for October 22 to 29 at the Hotel Nacional and Hotel Capri. The rates below are per guest and include breakfast, and taxes. Dinner supplement USD 25 per person per night.

<u>Hotel Nacional</u>	<u>Single Occupancy</u>	<u>Double Occupancy</u>	<u>Triple Occupancy</u>
Standard Room	USD 165	USD 125	USD 110
Executive Floor	USD 195	USD 155	USD 140
Number of nights _____ Occupancy _____ Total accommodation cost USD _____			
<u>Hotel Capri</u>	<u>Single Occupancy</u>	<u>Double Occupancy</u>	
Standard Room	USD 165	USD 110	
Number of nights _____ Occupancy _____ Total accommodation cost USD _____			

NB: At least fifty percent (50%) of the cost of the rooms must be paid directly to the CBU Secretariat no later than June 24, 2016. The preferential room rate cannot be guaranteed if the deposit is not paid by June 24, 2016.
The remainder of the room payment must be made no later than September 5, 2016.

4. Registration Options – CBU Members in good standing pay a discounted registration fee of USD 150 which covers their first two (2) representatives. Attendance at the conference sessions is free for the first two (2) representatives of sponsors and contracted exhibitors. Invited presenters and special guests of the CBU pay no registration fee.

MEMBER	NON-MEMBER	SPONSOR	PRESENTER/ CBU GUEST	EXHIBITOR
USD150 <input type="checkbox"/>	USD 350 <input type="checkbox"/>	FREE <input type="checkbox"/>	FREE <input type="checkbox"/>	FREE <input type="checkbox"/>

5. Social Events

CARIBBEAN BROADCASTING AWARDS GALA & DINNER	LA PARISIEN CABARET SHOW	TRIP TO LA FERIA AND TOUR OF OLD HAVANA	FUN DAY & TOUR TO PINAR DEL RIO
USD 45 per person	USD 35 per person	USD 40 per person	USD 70 per person
Number of persons attending (other than sponsors or CBU guests) _____	Number of persons attending _____	Number of persons attending _____	Number of persons attending _____
Total social events cost USD _____			

E-mail: info@caribroadcastunion.org
Telephone: (246) 430-1007
Fax: (246) 228-9524
Web: <http://www.caribroadcastunion.org>

6. Payment – At this time CBU is only able to accept payments by wire transfer or cheque negotiable on the CBU US\$ or BDS\$ accounts in Barbados. As a result, the Secretariat is not able to accept payments during the conference.

The registration fee covers attendance at all conference sessions, lunch, coffee breaks, conference materials and the Welcome Reception. All other social events, airport-hotel transfers and accommodation must be paid for separately.

Please ensure you select the correct fee. If you are in any doubt as to which rate applies, please contact the CBU Secretariat at admin@caribroadcastunion.org prior to registering. Delegates selecting an incorrect rate will be invoiced for the fee applicable. **Full payment of the registration fee, and room fee must be made by the dates stated above.**

Airport transfer fee: _____

Accommodation fee: _____

Registration fee: _____

Social events fee: _____

Total payment due: USD: _____

Wire transfer information

Bank of Nova Scotia
Broad Street
Bridgetown
Barbados
US Dollar Account No. 5226-19
Swift Code: NOSC BBBB

Bank of America
701 Brickell Avenue
Miami, FL 33131
Account Number: 1901848999
Swift Code: BOFAUS3M
FEDWIRE ABA: 026009593

7. How to register

1. Email the completed form to admin@caribroadcastunion.org. Alternatively, complete the form and fax to +1 (246)2289524.
2. You will receive an invoice for the full amount of the fee due to the CBU.
3. Make the invoiced payment to the CBU Secretariat by the dates specified above. **At least fifty percent (50%) of the accommodation fee must be paid by June 24, 2016, otherwise the room reservation cannot be guaranteed.**
4. A receipt for the payment as well as room reservation number will be provided by the Secretariat.

8. Terms and conditions of booking

Cancellations:

Registered delegates: Substitutions for registered delegates may be made at any time, but for planning reasons we request prior notification.

Accommodation: Should your travel plans change, please advise in writing. In case of room cancellations, a penalty equivalent to 50 % of 1 night's room fee will be charged if the cancellation occurs 60 days before the arrival of the client; 70 % of 1 night's room fee, if the cancellation occurs 30 days in advance; and 100 % of 1 night's fee if the cancellation occurs 72 hours or less before the arrival of the client. We strongly recommend you purchase trip insurance to cover any unforeseen circumstances and protect against loss of your deposit.

Programme changes: It is sometimes necessary to change the timing or the content of the event programme. The CBU will not be liable for any such unavoidable changes.

Please sign and date below to confirm you accept the terms and conditions of booking.

Signed

Date