



**16th WORLD CONGRESS on
HUMAN RESOURCE MANAGEMENT**
20 - 21 October 2016 • Istanbul, Turkey

Registration ID
(Staff Use Only)

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Please complete the form in capital letters and keep a copy for your records.
A separate registration form must be completed for each participant.

Participant Information

Title: <input type="checkbox"/> Dr. <input type="checkbox"/> A/Prof. <input type="checkbox"/> Prof.	
First Name :	
Last Name :	
Company :	
Department :	
Position :	
Gender : <input type="checkbox"/> Female <input type="checkbox"/> Male	
Address:	
City :	
Province or State :	
Postal or Zip Code:	
Country :	
Telephone: (Including country code)	
Mobile: (Including country code)	
E-mail * (Primary):	@
E-mail (Secondary):	@

Invoice Information

Company Name:
Company Address:
Tax Office:
Tax No:

Registration Information

Please select the appropriate registration category

Type of Registration	1 st Period Before or on May 13, 2016	2 nd Period Between or on May 14 – July 15, 2016	3 rd Period Between or on July 16 – September 30, 2016	4 th Period On or after October 1, 2016
Participant	<input type="checkbox"/> € 730	<input type="checkbox"/> € 790	<input type="checkbox"/> € 885	<input type="checkbox"/> € 945
Group Discount (2-5 pax)	<input type="checkbox"/> € 690	<input type="checkbox"/> € 745	<input type="checkbox"/> € 800	<input type="checkbox"/> € 860
Group Discount (6-9 pax)	<input type="checkbox"/> € 650	<input type="checkbox"/> € 710	<input type="checkbox"/> € 765	<input type="checkbox"/> € 820
Group Discount (10+pax)	<input type="checkbox"/> € 590	<input type="checkbox"/> € 655	<input type="checkbox"/> € 710	<input type="checkbox"/> € 770
Student *	<input type="checkbox"/> € 150			

- Registration will be confirmed after receiving full payment. Those who do not receive a confirmation notice before the conference are requested to contact the registration secretariat at registration@wfpma2016istanbul.org
- The date of payment is decisive for the registration fee.
- Registration Fees include 18% VAT.
- World Federation of People Management Associations (WFPMA) and PERYÖN plan to take photographs and video material at the 16th World Human Resource Congress in Istanbul, Turkey and reproduce them in WFPMA / PERYON educational, news or

**Please fill out this form and send it to DEKON CONGRESS & TOURISM via email to
registration@wfpma2016istanbul.org or fax to +90 212 347 63 63**



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promotional material, whether in print, electronic or other media, including the WFPMA 2016 Istanbul website.

*** To be eligible for student rate, students are required to send a copy of their student ID card. The first 25 applicants with the student ID Card up to age 25 will be rewarded with free registration.**

Registration Fees include:

- Attendance to all sessions
- Entrance to exhibition area
- Conference bag and printed materials
- Coffee breaks and lunches to be served during the congress program

Cancellation Policy - Registration:

Requests for registration cancellation must be received in writing by the WFPMA 2016 Registration Secretariat (DEKON) by fax at +90 212 347 63 63, or via e-mail to registration@wfpma2016istanbul.org

- Cancellations received before or on **September 20, 2016** – an administrative fee of 150 € will be applied
- Cancellations received on or after **September 21, 2016** – no refund

Please note that registration refunds will be processed within 30 days after the end of WFPMA 2016, bank charges will be deducted from the refund.

PERYÖN reserves the right to change all fees and policies.

Accommodation Information

Hotels	Category	Distance to the Venue	Single Room	Double Room
Divan Istanbul	5 Star	8-20 minutes by shuttle	<input type="checkbox"/> 170 €	<input type="checkbox"/> 190 €
Hilton Istanbul Bosphorus	5 Star	8-20 minutes by shuttle	<input type="checkbox"/> 220 €	<input type="checkbox"/> 240 €
Mövenpick Istanbul Golden Horn	5 Star	5-10 minutes by shuttle	<input type="checkbox"/> 115 €	<input type="checkbox"/> 135 €
Avantgarde Taksim	4 Star	8-20 minutes by shuttle	<input type="checkbox"/> 115 €	<input type="checkbox"/> 135 €

- Hotel rooms have been blocked at various hotels.
- Please make your reservations early; bookings are on a first-come first-served basis.
- For any queries about hotel matters, please contact us via email: registration@wfpma2016istanbul.org
- Rates quoted are in Euros, per room per night, including breakfast and taxes.
- Shuttle service between hotels and congress venue will be provided 2 times daily on October 20 & 21, one morning shuttle to the congress venue and one evening shuttle to the hotels. Shuttle tickets are not for sale, only those who book accommodation via Dekon can use the shuttle service.
- Deadline for hotel reservations is September 22, 2016. For reservation requests after that date, Dekon may not be able to guarantee any available rooms with the above-mentioned room rates.
- Room reservations will be confirmed only after receiving the full payment by credit card or bank transfer.
- Hotel check-in time is 14:00 hrs and check-out time is 12:00 hrs. If you expect to arrive earlier than the check-in time and require guaranteed check-in on arrival, please make your hotel reservations for the day before.

Please Reserve:

Check-In: / 10 / 2016	Check-Out: / 10 / 2016	Total Number of Nights:
Single Room : Room(s) X € (Price) X Nights = € (Total cost)		
Double Room: Room(s) X € (Price) X Nights = € (Total cost)		
For double rooms, please select: <input type="checkbox"/> French bed (one big bed) <input type="checkbox"/> Twin bed (two single beds)		
Sharing the room with:		
<input type="checkbox"/> Accompanying Person:		
<input type="checkbox"/> Another Participant:		
Special Requests, if any:		
Accommodation Total:		

Cancellation Policy - Accommodation:

Cancellations or changes should be received in writing by the WFPMA 2016 Registration Secretariat (DEKON) by fax at +90 212 347 63 63, or via e-mail to registration@wfpma2016istanbul.org. Please do not contact the hotels directly.

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- Cancellations received before or on **August 17, 2016** – eligible for full refund, less one night deposit
- Cancellations received on or after **August 18, 2016** – no refund

Please note that accommodation refunds will be processed within 30 days after the end of WPFMA 2016, bank charges will be deducted from the refund.

In the event of non-arrival, the hotel will automatically release the reservation and full payment will be non-refundable.
Late arrival /Early Departure Fee - If you arrive later or leave earlier than on the dates of your confirmed booking, the total cost of accommodation will be charged and no refunds will be issued.

Airport Transfer Information

One way private transfer fee	: <input type="checkbox"/> € 50 / per car (max 2 people)	Number of car(s)	:
Roundtrip private transfer fee	: <input type="checkbox"/> € 90 / per car (max 2 people)	Number of car(s)	:
Arrival Date	: / 10 / 2016	Arrival Time	:
		Arrival Flight No	:
Departure Date:	/ 10 / 2016	Departure Time:
		Departure Flight No:
Airport Transfer Total:			
<ul style="list-style-type: none"> • Rates quoted are in Euros, for one way, including taxes. • Drop off and pick-ups will be made to/from hotels. • Above prices are for transportations only from/to Atatürk International Airport. Please contact us at registration@wfpma2016istanbul.org for your transportation requests from/to Sabiha Gökçen Airport. 			

Cancellation Policy - Transfer:

Cancellations or changes should be received in writing by the WFPMA 2016 Registration Secretariat (DEKON) by fax at +90 212 347 63 63, or via e-mail to registration@wfpma2016istanbul.org .

- Cancellations received before or on **October 05, 2016** – eligible for full refund
- Cancellations received on or after **October 06, 2016** – no refund

Please note that transfer refunds will be processed within 30 days after the end of WFPMA 2016, bank charges will be deducted from the refund.

Daily Tour Information

Tour	Category	Price/pp	Date	# of Pax	Total
Domes of Istanbul Tour (Min 10 people required)	Half Day Morning	<input type="checkbox"/> € 45	<input type="checkbox"/> 19/10/2016	€
			<input type="checkbox"/> 20/10/2016		
			<input type="checkbox"/> 21/10/2016		
			<input type="checkbox"/> 22/10/2016		
Treasures of Istanbul Tour (Min 10 people required)	Half Day Afternoon	<input type="checkbox"/> € 45	<input type="checkbox"/> 19/10/2016	€
			<input type="checkbox"/> 20/10/2016		
			<input type="checkbox"/> 21/10/2016		
			<input type="checkbox"/> 22/10/2016		
Bosphorus Cruise (Min 10 people required)	Half Day Morning	<input type="checkbox"/> € 50	<input type="checkbox"/> 19/10/2016	€
			<input type="checkbox"/> 20/10/2016		
			<input type="checkbox"/> 21/10/2016		
			<input type="checkbox"/> 22/10/2016		
Highlights of Istanbul Tour (Min 10 people required)	Full Day Lunch not Included	<input type="checkbox"/> € 70	<input type="checkbox"/> 19/10/2016	€
			<input type="checkbox"/> 20/10/2016		
			<input type="checkbox"/> 21/10/2016		
			<input type="checkbox"/> 22/10/2016		
Bosphorus Cruise & Discover Asia Tour	Full Day Lunch not Included	<input type="checkbox"/> € 70	<input type="checkbox"/> 19/10/2016	€
			<input type="checkbox"/> 21/10/2016		
			<input type="checkbox"/> 22/10/2016		
Jewish Heritage Tour (Min 10 people required)	Full Day Lunch Included	<input type="checkbox"/> € 80	<input type="checkbox"/> 19/10/2016	€
			<input type="checkbox"/> 20/10/2016		
			<input type="checkbox"/> 21/10/2016		
Traditional Shopping Tour	Half Day Morning	<input type="checkbox"/> € 35	<input type="checkbox"/> 19/10/2016		

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(Min 10 people required)			<input type="checkbox"/> 20/10/2016 <input type="checkbox"/> 21/10/2016 <input type="checkbox"/> 22/10/2016	€
Princes Islands Tour (Min 10 people required)	Full Day Lunch Included	<input type="checkbox"/> € 65	<input type="checkbox"/> 19/10/2016 <input type="checkbox"/> 20/10/2016 <input type="checkbox"/> 21/10/2016 <input type="checkbox"/> 22/10/2016	€
Turkish Bath Experience (Min 10 people required)	<input type="checkbox"/> Pir-i Pak (35 min) (Half Day Morning)	<input type="checkbox"/> € 95	<input type="checkbox"/> 19/10/2016 <input type="checkbox"/> 20/10/2016 <input type="checkbox"/> 21/10/2016 <input type="checkbox"/> 22/10/2016	€
	<input type="checkbox"/> Keyf-i Hamam (50 min) (Half Day Morning)	<input type="checkbox"/> € 120			
Golf in Istanbul	Please contact us at tours@dekon.com.tr for information and prices.				
Troy & Gallipoli Tour (Anzacs) (Min 4 people required)	(Long Day Tour) Lunch & Dinner Included	<input type="checkbox"/> € 220	<input type="checkbox"/> 19/10/2016 <input type="checkbox"/> 20/10/2016 <input type="checkbox"/> 21/10/2016 <input type="checkbox"/> 22/10/2016	€

- Participation for daily tours is on first-come first-served basis.
- For any queries, please contact us via e-mail at: tours@dekon.com.tr
- Rates quoted are in Euros, per person, including taxes.
- Reservations will be confirmed only after receiving the full payment by credit card or bank transfer. If the payment has not been received 30 days prior to the beginning of the congress, it will be assumed that the participant no longer wishes to go on the tour and the reservation will automatically be cancelled.
- Above tours are available during the congress dates. Some museums are closed on certain days of the week, these are mentioned on the tour itineraries.
- Above tours can be operated with a minimum of 10 attendees. Dekon has the right to cancel a tour if the minimum number of people is not reached. In such cases, the fees will be fully refunded.
- DEKON reserves the right to alter, postpone or cancel the tours without prior notice due to unforeseen circumstances.
- DEKON is not responsible for any loss of personal belongings during the tour.
- Tour programs and prices may change without prior notice. Any unforeseen increase in museum entrance fees will be reflected to the prices.

Cancellation Policy for Daily Tours:

Cancellations of daily tours should be received in writing by the Congress Secretariat (DEKON) by fax at +90 212 347 63 63, or via e-mail to tours@dekon.com.tr

An administrative fee of € 10 will be charged for cancellations received 15 days prior to the beginning of the congress.

- Absolutely no refund will be processed for cancellations received 14 days prior to the beginning of the congress.

Please note that tour refunds will be processed within 30 days following the end of the congress and bank charges will be deducted from the refund.

Pre-Post Tour Information

Tour	Single Room	Double Room	Date	Total
Wonders of Ephesus Tour (Min 4 people required)	<input type="checkbox"/> € 220	<input type="checkbox"/> € 400	<input type="checkbox"/> October 17 - 18, 2016 <input type="checkbox"/> October 23 - 24, 2016	€
Mystical Cappadocia Tour (Min 4 people required)	<input type="checkbox"/> € 200	<input type="checkbox"/> € 360	<input type="checkbox"/> October 17 - 18, 2016 <input type="checkbox"/> October 23 - 24, 2016	€
Sharing room with:				
Pre-Post Tour Total:				

- Participation for pre/post tours is on a first-come first-served basis.
- For any queries, please contact us via e-mail at: tours@dekon.com.tr
- Rates quoted are in Euros, per room, including taxes, excluding domestic flight tickets.
- Reservations will be confirmed only after receiving the full payment by credit card or bank transfer. If the payment has not been received 30 days prior to the beginning of the pre/post tour, it will be assumed that the participant no longer wishes to go on the tour and the reservation will automatically be cancelled.
- Above tours can be operated with a minimum of 4 attendees. Dekon has the right to cancel a tour if the minimum number of people is not reached. In such cases, the fees will be fully refunded.

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· DEKON reserves the right to alter, postpone or cancel the tours without prior notice due to unforeseen circumstances.
· DEKON is not responsible for any loss of personal belongings during the tour.
· Tour programs and prices may change without prior notice. Any unforeseen increase in museum entrance fees will be reflected to the prices.
Please contact us at tours@dekon.com.tr before booking your domestic flight tickets for pre/post tours.

Cancellation Policy - Pre-Post Tour:

Cancellations of pre/post tours should be received in writing by the Congress Secretariat (DEKON) by fax at +90 212 347 63 63, or via e-mail to tours@dekon.com.tr

- An administrative fee of € 50 will be charged for cancellations received **21 days prior to the beginning of the pre/post tour date.**
- Cancellations received 20 - 15 days prior to the beginning of the pre/post tour date will be eligible for 50% refund.
- Absolutely no refund will be processed for cancellations received 14 days prior to the beginning of the pre/post date.

Please note that tour refunds will be processed within 30 days following the end of the congress, bank charges will be deducted from the refund.

GRAND TOTAL : €

I ACCEPT THE GENERAL CONDITIONS FOR REGISTRATION, ACCOMMODATION, TRANSFER & TOUR

Payment Information

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Payment by Wire Transfer:

For payment by wire transfer, please use the following bank account:

Account Name	DEKON Kongre ve Turizm
Bank Name	T.Garanti Bank – Istanbul – Turkey
Branch Name / Code	Esentepe Branch – 347
Swift No	TGBATRISXXX
IBAN No (Euro)	TR12 0006 2000 3470 0009 0912 59

- Bank charges are the sole responsibility of the participant and should be paid in addition to the fees.
- All wire transfers should indicate the following information: “Name of Sender, Date of wire transfer, Amount of wire transfer & Explanation” and receipts must be sent by fax to DEKON at: +90 212 347 63 63, or by e-mail to: registration@wfpma2016istanbul.org

Payment by Credit Card:



Credit Card Number:

Expiry Date:

Card Verification Code:

Last 3 digits at the back of your card, on the signature panel

Cardholder's Name:

Date:

Cardholder's Signature:

You may also register and pay using our online registration form on the official website
www.wfpma2016istanbul.org

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