

Conference Registration Form

The Caribbean Area Network for Quality Assurance in Tertiary Education
6th Annual Conference: "Balancing Quality and Quantity: The Global Challenge for Tertiary Education"

Lloyd Erskine Sandiford Centre, Two Mile Hill, St. Michael • October 6 – 8, 2009

1. PARTICIPANT INFORMATION

Print or Type

Name _____
Prof./Dr./Mr./Mrs./Ms. First Name Last Name

Organization _____ E-mail _____
(Needed for confirmation)

Mailing Address _____

Country _____ Telephone (____) _____ Fax (____) _____

2. REGISTRATION FEES

	Before July 1, 2009	After July 1, 2009
Pre-Conference Workshop* (Oct. 6)	US\$150	US\$150
Member Rates (Conference: Oct. 7 -8)	US\$350	US\$400
Non-Member Rates (Conference: Oct. 7 -8)	US\$400	US\$450

*Rates for Pre-Conference Workshop apply to both members and non-members

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3. MEMBERSHIP FEES

Individual: US\$50 Associate: US\$75 Full: US\$100

New members are required to complete a membership registration form (available at www.canqate.org). Existing members are asked to indicate the years for which they will be making payment. Please contact Tricia Douglas (tmdouglas@cwjamaica.com) to confirm your membership status.

Name of Conferee: _____

4. PAYMENT SUMMARY

Pre-Conference Workshop Registration:	US\$ _____
Conference Registration:	US\$ _____
Airport Transportation Cost	US\$40.00
Membership Fee:	US\$ _____ Period(s): _____
TOTAL PAYMENT:	US\$ _____

5. PAYMENT METHOD (Please Check One)

CHEQUE, **BANK DRAFT** **MONEY ORDER**
(make payable to Barbados Accreditation Council)

WIRE TRANSFER

Wire Transfer Info: Conference Bank Name: **Barbados National Bank, No. 1 Broad Street, St. Michael, Barbados**; Bank Account Name: **BARBADOS ACCREDITATION COUNCIL ACCOUNT**; Bank Acct#: **0002281007**; Sort/Swift Code: **BNB ABBBB**. (Please be sure to include CANQATE 2009 and the conferee's name on the wire transfer.) Please fax a copy of the funds transfer document to 246-429-9233.

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6. HOTEL INFORMATION

Conference Hotels are:

- Amaryllis Beach Resort: Telephone# - (246) 438-8888/8000, Email Address - vacation@amaryllisbeachresort.com, Fax # - (246) 426-9566
- Allamanda Beach Hotel: Telephone# - (246) 438-1000, Email Address - vacation@allamandabeach.com, Fax# - (246) 435 - 9211
- Accra Beach Hotel and Spa: Telephone# - (246) 435-8920 ext. 5165, Email Address - salesmanager@accrabeachhotel.com, Fax# - (246) 435-6794
- Savannah Hotel: Telephone# - 800-868-9429 or (246) 435-9473, Email Address - savannah@gemsbarbados.com , Fax # - (246) 435-8822
- Blue Horizon: Telephone# - 800-868-9429 or (246) 435-9473/4/5 , Email Address bluehrzn@gemsbarbados.com, Fax # - (246) 435-8822
- Hotel PomMarine: Telephone# - (246) 228-0900, Email Address – pommarine@sunbeach.net, Fax# - (246) 228-0907

Reservation forms and accommodation rates may be obtained online from the CANQATE Website (www.canqate.org) OR from the Council's Website (www.bac.gov.bb).

PARTICIPANTS ARE REQUIRED TO MAKE THEIR OWN HOTEL RESERVATIONS

7. AIRPORT TRANSFERS/TRANSPORTATION

Roundtrip airport transfers are not included in hotel reservation costs. This payment is NOT to be included in credit card payment to hotel. Cost for roundtrip airport transfer is US\$40.00 per person from the Grantley Adams International Airport. Payment must be made directly to the Barbados Accreditation Council, in advance, along with the Registration fee. After clearing customs, proceed to the exit where you will be met by liaison officers.

Please provide your flight information, including the expected date and time of arrival:

Airline and flight number: _____

Date of Arrival: _____

Time of Arrival: _____

8. ADDITIONAL INSTRUCTIONS

Conference Registration Form

Please use one form per person. If you should have problems registering, please contact the Conference Secretariat at the Barbados Accreditation Council or via email canqateconf2009@bac.gov.bb

Payment Information: Registration forms must be accompanied by full payment in order to be processed. Incorrect credit card numbers and declined credit are considered non payments and registration will not take place. No registrations will be accepted by telephone.

Refund policy: The Conference Secretariat should be notified of cancellations in writing. If the Conference Secretariat receives cancellations before **July 31, 2009**, the total conference fee will be refunded, less US\$50 administration costs. After **July 31, 2009** no refunds will be made. Please note that refunds will only be made after the conference. "No shows" are non-refundable and are liable for the full registration. If you cannot attend, you may send a substitute person. The original registrant must submit a written authorization for such a change.

Confirmation: Please allow up to 10 days for e-mailed confirmation of your registration or check your conference account update.

By sending in this registration form, I acknowledge that I commit myself to the immediate payment of the full conference fee. I have taken notice of the cancellation terms on this form.

Date _____ Signature _____

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REGISTRATION FORMS AVAILABLE ONLINE AT

www.canqate.org and www.bac.gov.bb

NOTE: If sending your forms by fax, DO NOT ALSO mail originals.

Fax or Mail completed form to the Conference Secretariat:

BARBADOS ACCREDITATION COUNCIL

#123 A&B, "Plaza Centrale", Roebuck Street, St. Michael BB11080, BARBADOS

Fax: (246) 429-9233 • Phone: (246) 436-9094

Contact Persons:

Ms. Valda Alleyne (Executive Director) at vv-alleyne@bac.gov.bb

OR

Mrs. Mary Bruce (Administrative Officer 1) at me-bruce@bac.gov.bb

Email: canqateconf2009@bac.gov.bb