



**21st Annual IAOM Mideast & Africa District Conference & Expo
22-25 November 2010, Cape Town, South Africa**

CONFERENCE GUIDELINES

Conference Registration Fees

The fees provide registrants entry into conference educational sessions, expo, refreshments, lunches, dinners and conference documentation as made available by the speakers. The fees are also inclusive of airport transfers for arrival in Cape Town International Airport on **21 & 22 November 2010** and departure on **26 November 2010** only. The fees do not include accommodation, optional tours/events and IAOM membership.

Exhibitors

Registered Exhibitors (maximum of two persons only per company per stand), regardless of IAOM member or Non-member, will be entitled for conference benefits same as per the above descriptions. Joined companies will be considered as one company. Additional person into the exhibition will be charged accordingly as per the applicable conference fees.

Membership Fee

Special enrollment fee of US\$ 150 (standard fee is US\$ 195) is offered during the conference registration period to entitle registrant becomes IAOM member for a period of one year from 1st of January 2011 up to 31st of December 2011.

Spouse Fees

Registered spouses will have access to the conference and expo venue and will be entitled for coffee breaks, lunches, dinners and airport transfers that are applicable for arrival in Cape Town International Airport on **21 & 22 November 2010** and departure on **26 November 2010** only. The fees do not include accommodation, optional tours/events and IAOM membership. Also spouse is not entitled for Conference Kit (Bag and Stationeries).

Transportation

Due to distance proximity between the conference hotels and the conference and expo venue, no shuttle bus services are provided. Distance from and to the conference and expo venue is approximately 10 minutes walking only.

Refund/Cancellation Policy

Cancellations must be submitted in writing to info@iaom-mea.com or by fax to +968 2471 1340. All cancellations are subject to a US\$ 100.00 non-refundable processing fee if postmarked prior to **30th September 2010** to be eligible for a refund. Cancellations received after this date will not be eligible for a refund. Please allow two weeks to process refunds. Alternatively, a substitute delegate is accepted if you are unable to attend.

Payment Method

Only Bank Transfer (TT) & Credit Card (Master Card & Visa only) payments are accepted. Payments must be settled before the event in order to guarantee your place. No confirmation will be given for bookings without payment/confirmation of bank transfer. Please send your (TT) copy to the organizer if you pay through Bank Transfer. All Bank Transfer payments must include **US\$ 40** Bank Charges from both sides. Any less payment will be collected upon arrival. The bank details for Bank Transfer are as follows:

Beneficiary's Name : Oman Flour Mills Company (SAOG) – IAOM
Beneficiary Bank : Bank Muscat SAOG
Muscat, Sultanate of Oman
Account No. : 0423-01112531-003-4
Swift Code : BMUSOMRXXXX

Please use the Payment Form for settlement by Credit Card.

I confirm that I have read and agree to the conditions of registration as specified above.