

REGISTRATION FORM



www.emcartconference .org

emcartconference@emc.edu.jm

Full Name: (Please Print) _____ **Status:** Student Faculty Other

Professional or Institutional affiliation to appear on your badge: _____

College/University/Organization: _____

Preferred Mailing Address: _____

City: _____ **State/Province:** _____ **Zip/Postal Code:** _____

Country: _____ **Telephone: (_____) _____** **Fax: (_____) _____**

Email: _____

Hotel or Local Accommodation Contact: _____

CONFERENCE REGISTRATION FEES: (All fees listed in U.S. Funds. Please check (√) appropriate registration fee.)

EARLY BIRD				<i>Rates are per person</i>				March 1 – May 31, 2017							
INDIVIDUAL		PANEL/GROUP – 3 OR MORE		STUDENT		GROUP – 5 OR MORE									
\$250		\$230		\$150		\$90									
REGULAR REGISTRATION				<i>Rates are per person</i>				June 1 – July 31, 2017							
INDIVIDUAL		PANEL/GROUP – 3 OR MORE		STUDENT		GROUP – 5 OR MORE									
\$310		\$290		\$150		\$130									
LATE REGISTRATION				<i>Rates are per person</i>				August 1 – October 11, 2017							
INDIVIDUAL		PANEL/GROUP – 3 OR MORE		STUDENT		GROUP – 5 OR MORE									
\$375		\$300		\$150		\$130									
ONE DAY REGISTRATION ONLY You must indicate which day you are registering for															
EARLY BIRD				<i>Rates are per person</i>				March 1 – May 31, 2017				DAY 1		DAY 2	
INDIVIDUAL		PANEL/GROUP – 3 OR MORE		STUDENT		GROUP – 5 OR MORE									
\$150		\$130		\$75		\$60									
REGULAR REGISTRATION				<i>Rates are per person</i>				June 1 – July 31, 2017							
INDIVIDUAL		PANEL/GROUP – 3 OR MORE		STUDENT		GROUP – 5 OR MORE									
\$180		\$150		\$75		\$60									
LATE REGISTRATION				<i>Rates are per person</i>				August 1 – October 11, 2017							
INDIVIDUAL		PANEL/GROUP – 3 OR MORE		STUDENT		GROUP – 5 OR MORE									
\$190		\$185		\$75		\$60									
ON SITE PAYMENT FULL CONFERENCE								October 12 – 13, 2017							
INDIVIDUAL		PANEL/GROUP – 3 OR MORE		STUDENT		GROUP – 5 OR MORE									
\$380		\$380		\$150		\$130									
ON SITE PAYMENT ONE DAY ONLY								October 12 – 13, 2017							
INDIVIDUAL		PANEL/GROUP – 3 OR MORE		STUDENT		GROUP – 5 OR MORE									
\$190		\$190		\$90		\$85									
						SUB TOTAL									

STUDENT SUPPORT

I wish to contribute \$ _____ to support the attendance of a registered student at the 2017 conference at \$100 per student.

Name of student to be supported (optional) _____

Student's institution _____

TOTAL ENCLOSED: \$ _____

CONFERENCE SOCIAL EVENTS – Please check box to indicate if you will attend

Pre-Conference Sightseeing Culture Tour	2:00 p.m. – 5:00 p.m.	Wednesday, October 11, 2017	\$15	
Pre-Conference Performance	7:00 p.m. – 9:00 p.m.	Wednesday, October 11, 2017	\$12	
Opening Ceremony & Cocktails	7:00 p.m. – 9:00 p.m.	Thursday, October 12, 2017	Free	
Closing Event: Drama Production	7:30 p.m. – 9:00 p.m.	Friday, October 13, 2017	Free	

PAYMENT METHOD Bank draft must be made payable in U.S. Dollars to: **The Edna Manley College**

NB: Please write on the back of the cheque 'Arts Conference 2017' // NO PERSONAL CHEQUES WILL BE ACCEPTED

Please check appropriate box:	MANAGERS CHEQUE	MONEY ORDER	VISA	MASTERCARD	VERIFICATION CODE (3 digits on back) For on-line payments only	
CARD #					EXPIRATION DATE - MM/YYYY	
CARDHOLDERS NAME (PRINT)						

FOR OVERSEAS DELEGATES ONLY

Please mail or fax completed registration form with payment to:

Phone: (876) 929 - 2581

FAX: (876) 968 - 7509

Email: emcartconference@emc.edu.jm

Do not email Credit Card information because security cannot be guaranteed.

Please fax or telephone credit card information.

MAIL TO:

Edna Manley College Rex Nettleford Arts Conference 2017

Mr. Keino Senior & Mrs. Carol Hamilton (Co-Chairs)

Edna Manley College of the Visual and Performing Arts

1 Arthur Wint Drive

Kingston 5

Jamaica

FOR LOCAL DELEGATES – Jamaican Dollar Payments

Please lodge fees at National Commercial Bank (NCB)

10 Oxford Road

Kingston 5

Payable to: Edna Manley College

Chequing Account Number: 211660198

Please write "Arts Conference 2017" on the lodgment

FOR OVERSEAS DELEGATES: WIRE TRANSFER INFORMATION (US\$ Payments ONLY)

The Beneficiary Bank:

National Commercial Bank Ltd

10 Oxford Road

Kingston 5 Ja

Account Name: Edna Manley College

of the Visual and Performing Arts

Saving Account # 216432410

Swiss Code# JNCBJMKX

FOR LOCAL DELEGATES – (For US\$ Payment)

Please lodge fees at National Commercial Bank (NCB)

Payable to: Edna Manley College

Saving Account Number: 216432410

10 Oxford Road

Kingston 5

The Intermediary bank:

Bank of New York

1290 Avenue of Americas

5th Floor

New York, NY 10104

Bank Code: 07700021

Branch Code: 021

Please write "Arts Conference 2017" on the lodgment slip

Lodgments can be made at any branch of NCB

Kindly fax Registration Form and Lodgment Voucher to:

Dr. Keino Senior & Mrs. Carol Hamilton (Co-Chairs)

Edna Manley College of the Visual and Performing Arts

Phone: (876) 619 - EDNA | FAX: (876) 968 - 7509

OR Email scanned copy of the voucher and Registration Form to: emcartconference@emc.edu.jm

REFUND AND CANCELLATION POLICY

Refund of fees is granted as follows: Requests for refund **MUST** be submitted in **writing** along with a copy of the transaction receipt. Refund requests may be emailed to emcartconference@emc.edu.jm or faxed to (876) 968-7509

70% Refund of fees will be made for requests received by the Secretariat **on or before July 7, 2017**

50% of fees will be refunded for requests received by the Secretariat **between July 8, 2017 and August 12, 2017**

25% of fees will be refunded for requests received by the Secretariat **between August 13, 2017 and September 11, 2017**

NO REFUND will be granted for requests received **after September 12, 2017**