

### *When does registration close and what are the costs*

<b>Registration Type</b>	<b>Dates</b>	<b>Cost/Rates – US Dollar</b>
<b>Early Bird Registration</b>	<b>Open now – 1<sup>st</sup> August 2017</b>	<b>USD(\$) 1,500 per delegate</b>
Standard Registration	2 <sup>nd</sup> August – 15 <sup>th</sup> September 2017	USD(\$) 1,800 per delegate
Late and onsite Registration	16 <sup>th</sup> September 2017 - onwards	USD (\$) 2,200 per delegate

On line registration closes on Wednesday 1<sup>st</sup> November 2017. After this date you will be required to register on-site at the event registration desks. We recommend you pre-register so you are able to take advantage of any applicable early bird fees.

### *What is included in my registration cost?*

Conference rate is inclusive of:

- 1 x delegate registration (conference dates: Tuesday 7th and Wednesday 8th November 2017)
- Access to the Welcome Reception ( Monday 6th November 2017)
- Access to the Cultural Dinner (Tuesday 7th November 2017)
- Daily entry to exhibition area for delegate (exhibition dates: Tuesday 7th and Wednesday 8th November 2017)
- Daily refreshment breaks including lunch
- Conference show bag
- Site Tour of Sohar Aluminium Smelter and facilities (Thursday 9th November 2017)

### *Can I purchase extra tickets for members to attend the exhibition only, if so at what cost?*

Regrettably no, we only offer full conference/event registrations.

### *Register now and pay later – do I still get the early bird rate*

Early bird qualification is based on the date of payment, not the date of registration. If registration fees are not paid in full before the next tier begins, a fee increase to the next tier will apply and you will be invoiced for this fee increase.

### *Will I receive confirmation of my attendance / receipt of payment?*

Yes once payment has been received, a receipt will be sent by email within 48 business hours of completing your registration. Receipt can be held as proof of registration acceptance.

### *Can I register a group of delegates?*

Yes – there is a Group Registration sub-tab for this, certain part of the registration form will auto-fill. There is an option to pay for a group of delegates

### *How do I make amendments to my registration?*

Should you wish to make any amendments to your current registration form – you will need to access the site using your user name and password – you may then update details as you need. Should you have forgotten your password – please follow the prompts on the website

### *When does on-site registration open?*

On-site registration is opens on Monday 6<sup>th</sup> November. Registration desk will be active from 8.00am to 8.00pm on 6<sup>th</sup> and 7<sup>th</sup> November and from 8.00am to 12.00pm on 8<sup>th</sup> November 2017.

### *How do I collect my badge?*

Badge collection will take place on-site at the conference venue. Hours of on-site badge collection will be 8.00am to 8.00pm on 6<sup>th</sup> and 7<sup>th</sup> November and from 8.00am to 12.00pm on 8<sup>th</sup> November 2017

### *Do I need identification to collect my badge?*

In order to collect your badge you will need to produce photo identification. Business cards are unfortunately not an acceptable form of ID.

### *Can I register on the day?*

Yes. Registration process will take place at the conference venue daily during the 8.00am to 8.00pm on 6<sup>th</sup> and 7<sup>th</sup> November and from 8.00am to 12.00pm on 8<sup>th</sup> November 2017.

### *How will I pay?*

Payment can be made by credit/debit card only.

### *How do I go about getting a visa?*

Please visit the event website to find complete information on Visa requirements.

### *Is there a spouses program?*

Yes, there will be selected activities for spouses. Please visit the event website to find more on what is available.

### *What do I need to provide for the site visit – do I need PPE?*

A copy of the photo page of your passport will be required. This will need to be emailed to us prior to your arrival on site. Please visit the event website for more information.

PPE required:

Hard hat – supplied by Sohar Aluminium

Shoes – closed toe and no heel

Long sleeve top and long pants (cotton)

Safety glasses – supplied by Sohar Aluminium

### *Are spouses allowed to attend the welcome reception and the cultural dinner?*

Yes – please ensure that you advise the organiser of their attendance.

### *Will I have access to the speakers/presenters material after the event?*

Yes. If speakers have agreed to make their papers available – they will be online post event – accessible through the Download Centre

### *How can I tell you about my special physical/dietary needs?*

You can notify us of any special requests when you complete your registration on-line or by emailing [arabal@sohar-aluminium.com](mailto:arabal@sohar-aluminium.com). Every effort will be made to accommodate your request