**REGISTRATION FORM for SMIIC Workshop for OIC LDCs**

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| --- | --- |
| **Name of the Organisation:** |  |
| **Address:** |  |
| **Country:** |  |
| **Telephone:** |  |
| **Fax:** |  |
| **Person in Charge:** |  |
| **e-mail:** |  |
| **Web:** |  |

**DELEGATE INFORMATION**

|  |  |
| --- | --- |
| **Delegate Information** | **Flight Information** |
| **Flight Number, Date and Time of Arriving to İstanbul:** | **Flight Number, Date and Time of Departure from İstanbul:** |
| Delegate for LDC Workshop | Name and Surname: |  |  |  |
| Title and Profession: |  |
| e-mail: |  |

**Note 1:** SMIIC General Secretariat will provide invitation letter for delegate of the Member States which need visa to enter Turkey upon their notification.

**Note 2:** This form should be filled by the Organization for the delegate who are officially designated to the Workshop. Please send this form by fax or e-mail (secretariat@smiic.org) to SMIIC General Secretariat by **01 April 2013 at the latest**.

**Note 3:** You are kindly asked to schedule your flights according to the below stated table since reservations are already booked. Pre and post bookings of hotel accommodation other than the below mentioned dates will be covered by the participants themselves.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Dates** | 06/05/2013 | 07/05/2013 | 08/05/2013 | 09/05/2013 | 10/05/2013 | 11/05/2013 | **Total** |
| **NSBs** | Check-in | Workshop day 1 | Workshop day 2 | Workshop day 3 | Workshop day 4 | Check-out | 5 Nights |

**Note 4:** Accommodation expenses will be covered by SMIIC General Secretariat and the flight costs will be covered by Turkish Cooperation and Coordination Agency (TİKA).

**Note 5:** Transfer between Airport and Hotel will be arranged according to the flight information of delegation.

**Please attach a preferred flight schedule and a copy of the passport so that the necessary arrangements can be made for the booking/purchasing of the return flight tickets.**

**SMIIC General Secretariat**

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İkitelli, Başakşehir-İstanbul/TURKEY, 34490

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