

## **PROCEEDINGS FOR DELEGATES**

1. Send the registration form to us by email or by fax.
2. Upon receipt of your registration form – we will send you an invoice by email in PDF format.
3. Once the invoice is paid – we will send a confirmation by email that the funds have been received.
4. On the day of the conference, please come to the registration desk and present your business card.
5. We will provide you with the conference badge and conference materials.
6. To obtain updated information on the conference programme and the event - please visit the official conference website.

## **PROCEEDINGS FOR SPEAKERS**

1. All speakers must send a colour photograph of themselves and a short biography by email. The biography should include initial training, main work experience and family situation/interests. This information will be included in the conference brochure.
2. All presentations will be 15-20 minutes in length - with five minutes for questions.
3. All presenters must use PowerPoint software. All authors must also supply a written version of their paper in MSWord format in English, maximum length 3000 words.
4. All presenters must use a standard introductory 'slide', which will include the conference logo, the title of the presenter and the title of the presentation. This slide must also be used at the end of all presentations, while the question session is underway. Other 'slides' may take whatever form the presenters wish, but should include the conference logo in any of the four corners.

## **PROCEEDINGS FOR EXHIBITORS**

1. Send the company's logo in .JPG, .JPEG or .PDF file by email. The image must have 300 dpi resolution for printing purposes i.e. banners and brochures.
2. Send introduction paragraph about your company and its products and services including contact details i.e. fax, telephone, email and website address. This information will be added to the conference brochure.
3. Your company brochures can be delivered to the hotel in advance. Your delivery package must contain the date and the name of the event and the name of event organiser.
4. You may set up your portable pop-up display stand in advance (the evening before the event date). The maximum size of a stand should be about 2m x 3m.

**Registration for: international “Logistics Optimization 2012” conference**

- Location: 5\* Istanbul Marriott Asia Hotel, Istanbul, Turkey
- Dates: Tuesday, 22 May 2012
- Official website: [www.LogisticsTrade.net](http://www.LogisticsTrade.net)
- To register: complete, sign and fax all pages on +90 216 408 2324 or email: [events@ctncentre.com.tr](mailto:events@ctncentre.com.tr)
- Page 1 of this form is to be completed for each delegate.

Company name: .....

Company's VAT number (if registered in UK or EU) .....

Company's address: .....

City/State ..... Post/Zip code ..... Country .....

Web address: .....

Delegate's full name: .....

Job title: .....

E-mail address: .....

Telephone number: ..... Fax number: .....

Mobile number: .....

What is your company's main business activity? .....

**I would like to speak and make a non-commercial presentation at the event**

Title of my presentation: .....

**I am a member of:**

CTN Centre       Other Association – please write the name: .....

**Registration fee per delegate includes:**

Attendance at all sessions; refreshments, coffee breaks, lunch; conference materials; simultaneous translation; audio recording of conference proceedings.

<b>Registration deadlines</b>	<b>Fee per delegate if 1-2 delegates attend</b>	<b>Fee per delegate if 3+ delegates attend</b>
Until 22 May	<input type="checkbox"/> 595 EUR	<input type="checkbox"/> 555 EUR

**Events management & organizer | Research & consultancy provider | Export & import trader | B2B network manager**

Please note that accommodation is NOT included in the delegate's fee. You may add it separately on page 3.

#### Conference advertising options:

- Add 600 EUR to advertise Full Page Full Colour (A4) in conference brochure
- Add 1,000 EUR for Double Page (A4 x 2) in conference brochure
- Add 400 EUR to advertise 130x130 static banner on [www.LogisticsTrade.net](http://www.LogisticsTrade.net) for 6 months
- Add 700 EUR to advertise 130x130 static banner on [www.LogisticsTrade.net](http://www.LogisticsTrade.net) for 12 months
- Add 800 EUR to distribute company brochures among conference participants

#### General advertising options – price per 12 months:

- Add 95 EUR to submit an entry to MMM Directory on [www.mmmdirectory.com](http://www.mmmdirectory.com) (Metals, Materials, Mining)
- Add 2,000 EUR for 468x60 rotating banner on top left hand side of Our Metals & its 300+ metal domains
- Add 3,000 EUR for 130x130 static banner at the bottom of Our Metals & its 300+ metal domains
- Add 1,500 EUR for 130x130 static banner at the bottom of CTN Centre [www.ctncentre.com](http://www.ctncentre.com)
- Add 1,000 EUR for 468x50 rotating banner on top left hand side of OurMetals.ru – Russian version
- Add 1,500 EUR for 130x130 static banner at the bottom of OurMetals.ru – Russian version

#### Exhibition options at the conference:

- Add 500 EUR for a table top package  
Please note, that even if an exhibitor does not wish to attend the conference sessions, he must still register as a paid delegate. A table top must include at least one paid delegate in order to be sold.

Table top package includes: 3x2 m exhibition space, a table, 2 chairs, a dustbin, Wi-Fi internet, allocation of logo, description, link and contact details in online, digital and print conference materials. You would need to bring your own portable pop-up exhibition stand.

#### General sponsorship of the conference:

- Add 5,500 EUR
  - 3 delegate passes;
  - table top package;
  - full page full colour advertisement (A4 size) in a conference brochure;
  - distribution of company brochures;
  - company logo displayed on all promotional printed and online conference materials;
  - acknowledgement of official sponsor status at the official opening of the conference;

#### Other sponsorship options of the conference:

- I am interested in learning more about other sponsorship options

By hosting or sponsoring a particular aspect of Our Metals & CTN Centre conference, you will become a key partner in the overall event. Taking up sponsorship is a perfect opportunity for new entrants to penetrate the market and for existing companies to launch a new product or service or simply remind of their strong presence. We offer a range of packages to suit all levels of budget and marketing aspirations that will allow you to promote your brand directly to your target audience. Our solutions are custom made

---

Events management & organizer | Research & consultancy provider | Export & import trader | B2B network manager

---

and would involve your company's visibility and exposure pre and post conference date with an increasing branding during the event itself for maximum results.

**Payment option 1 – Credit card**

Credit number (16 digits): .....

Credit type: VISA / MASTERCARD / MAESTRO / SWITCH

Expiry date: ..... Valid from date (if applicable): ..... Issue number: .....

CVS – 3 digit security number: .....

Full name as it appears on the card: .....

Country that the card is registered to: .....

**Payment option 2 – Bank transfer**

Company name: CTN Centre Ltd  
Bank: Barclays Bank Plc  
Bank's address: 128 Moorgate, London, EC2M 6SX  
Account's currency: EUR  
Sort code: 20-32-00  
Account number: 76309755  
SWIFT: BARCGB22  
BIC: BARCGB22  
IBAN: GB49BARC 203200 76309755

Registered in England, Company No. **07538828**

**Hotel accommodation (includes tax):**

5\* Istanbul Marriott Asia Hotel – includes breakfast

- Single room = 160 EUR
- Double room = 170 EUR

Number of rooms: .....

Number of nights: .....

Date of arrival: .....

Date of departure: .....

**Total amount to be paid:** ..... **Number of delegates** .....

**Terms & conditions**

Registrations can only be confirmed upon receipt of payment or proof of payment and discounted fees will only apply when payment is received within the offered period. If you are not able to attend, a substitute delegate will be accepted. Cancellations must be received in writing at least 30 days prior to the conference date to qualify for a full refund less 125 EUR administration fee. Cancellations made within the last 30 days are not refunded.

In the unlikely event of the conference being cancelled or curtailed due to any reason beyond the control of CTN Centre Ltd, or it is necessary to or advisable to reallocate or change the date and/or location of the event, neither CTN Centre Ltd nor its employees will be held liable for refunds, damages and/or additional expenses which may be incurred by delegates. We, therefore, recommend prospective delegates to arrange appropriate insurance cover. Please note, that visas are also the responsibility of delegates. Signed registration form confirms your acceptance of pages 1, 2 and 3 and guarantees prompt full payment made to CTN Centre Ltd.

Director's signature \* ..... / ..... / .....  
*Signature Date Full name*

**Events management & organizer | Research & consultancy provider | Export & import trader | B2B network manager**