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| Symposia / Workshops / Conferences Registration Form |

***Revised: 07/02/16***

*Please write down clearly. This will be the name printed on your certificate.*

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| ***First Name*** |
| ***Middle Name*** |
| ***Last Name*** |
| ***SCFHS***  ***Saudi Council ID #***  *(if applicable)* |

|  |  |  |
| --- | --- | --- |
| ***Job Title / Position:*** |  |  |
| ***NGHA Badge No.:*** |  | ***Nationality:*** |

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| ***Hospital / University:*** |  |  |
| *** Department :*** |  | ***Mail Code:*** |

*Contact Numbers (Please include telephone area codes if applicable):*

|  |  |  |
| --- | --- | --- |
| *** Telephone:*** |  | ***Pager:*** |
| ***E-mail:*** |  | ***Mobile Phone:*** |
| ***COURSE TITLE:*** |  |  |
| ***COURSE DATE:*** |  |  |

**PAYMENT DETAILS:**

Please pay to Finance Department, 3rd Flr. AD Bldg., KSAU-HS @ ext. (84) 29104

or direct bank deposit to:

**Bank Name: ARAB NATIONAL BANK**

**Account Name: KSAU-HS AL AHSA - DEPARTMENTAL ACTIVITY ACCOUNT**

**Account Number: 01-0800 520891 0521 or IBAN Number: SA9530400108005208910521**

**Cancellation Policy:**

**If a participant decides to withdraw from a course after their registration is conformed, the following rules will be applies:**

* An administration charge of SR 50 or 20% of the total course fee (whichever is greater) will be charged in the period up to four

(4) weeks prior to the scheduled course commencement date.

* 100% of the total course fee will be charged once the course commence.
* If a course registrant finds a replacement to fill the vacancy created by his/her withdrawal, he/she receive a full refund of the course fee.
* In exceptional circumstances, as deemed by the Director of Postgraduate Education, participants will receive a full or partial refund of the course fee.

**KINDLY FILL OUT AND SEND THIS FORM WITH COPY OF RECEIPT OF PAYMENT**

King Saud bin Abdulaziz University for Health Sciences

King Abdulaziz Hospital National Guard Health Affairs

**POSTGRADUATE TRAINING CENTER (PTC) SYMPOSIA and CONFERENCES**

**PARTICIPANT ATTENDANCE AGREEMENT**

I, BN# hereby agree that I have read and understood the following:

* **Registration:** Booking a seat ahead of time is recommended. However, if you register on-site (in the morning of the event); then you are advised to provide your detailed information clearly and correctly.
* **Availability & Attendance:** All Participants must attend 75% of the event in order to be eligible for receiving a certificate. In this regard, all attendees are required to sign several times to prove their attendance; **first** during the registration process in the morning of the event before the first session, **second** time is before the beginning of the second session (by the end of the first morning break), **third** time is after the third session (during the afternoon tea and prayer break), and the **fourth** time is by the end of the event after submitting the evaluation form. **However**, once the first morning session of the event starts, registration and signing in will not be acceptable and attendees will not receive a certificate even if they attend the remaining sessions completely as morning registration is mandatory to receive a certificate. This process may change if the event is longer than 1 day.
* **Evaluation:** As mentioned above, all evaluations must be submitted to the front desk by the end of the event. Participants who don’t submit their evaluations will not receive a certificate. Evaluations must be submitted during the day of the event, submitting it after the day of the event is not accepted.
* **Certificates:** Within 2-3 weeks after the event, you will receive an e-certificate in your email. Of course, certificates will be sent to your email if you attend 75% of the event (3 sessions out of 4) and submit the event’s evaluation by the end of the event.
* **Special Consideration:** No special consideration will be provided to any participant.
* **Professionalism:** Respect and professionalism must be presented at all times with Speakers, Colleagues, and Administrative Support Staff.

# Signature & Date