**LAKE ONFERENCE REGISTRATION FORM**

**DETAILS**

You are advised to read this form carefully before completing. Use one form per person. You may copy the form for additional registrants.

The form should be completed in BLOCK LETTERS and faxed to ICAM on **01 824 312** or emailed to [icam@icam.mw](mailto:icam@icam.mw) to confirm your attendance. The original form together with your payment should be sent to ICAM, 2nd Floor Stansfield House, Haile Selassie Road, P.O. Box 1, Blantyre by Friday 5 September 2014. Please note that participants’ dinners are complementary from 18 - 20 September. Similarly lunches are complimentary on 19 and 20 September. Meals outside these dates will be at an extra cost of K10, 500.00 per meal.

**Note:** The accommodation rate covers all the three days of the conference

**HOTELS INFORMATION**

Accommodation has been organised at Andrews, Boadzulu, Club Makokola, Dalitso Resort, Le Riviera, Mpale, Nkopola, and Sun N Sand. Bookings are strictly through ICAM. These hotels will provide a wide range of services to ensure that delegates attending the conference are well taken care of. Please be advised that all bookings are on bed and breakfast strictly for the participant. For other family members, the participant will have to pay for breakfast for family members except at La Riviera, Andrews, Dalitso and Club Makokola where breakfast for one family member is complimentary. Participants will also have to pay for meals either through ICAM or buy through cash at any hotel of choice. The first meal at the hotels will be dinner on 18 September 2014.

Please note the following information pertaining to hotels

Andrews

Meals served will be strictly al carte with average waiting time being 30 minutes.

Boadzulu

Boadzulu hotel will provide buffet lunch and dinner on all dates of the conference. Al Carte services will also be available on request with a 30 minutes average waiting time.

Club Makokola

Lunches and dinners will be strictly al carte with average waiting time of 1 hour and there will be no room service.

Dalitso Resort

Dalitso resort will only provide bed and breakfast.

La Riviera

Le Riviera resort will only provide bed and breakfast.

Nkopola

Buffet lunches and dinners

Mpale Cultural Village

Meals served will be strictly al carte with average waiting time being 30 minutes.

Nkopola

Buffet lunches and dinner will be served.

Sun N Sand

Buffet lunches and dinners will be served.

**BOOKINGS CANCELLATIONS**

**Once registration takes place no refunds will be made on cancellations received within 7 working days of the conference or for non-attendance. However conference fees will be refunded less 50% administrative charges if written cancellations are received 7 or more working days prior to the commencement of the conference. Substitutions within the same payment category are however acceptable**.

**PARTICIPANT’S NAME:...................................................................................................................................**

**OFFICIAL TITLE:...............................................................................................................................................**

**COMPANY/ ORGANISATION ADDRESS:......................................................................................................**

**.................................................................................................................................................................................**

**TELEPHONE: ........................................E-MAIL:............................................................................................**

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| --- | --- | --- | --- |
| **NAITEM** |  |  | **YOUR COST** |
| **CONFERENCE FEES** |  | | |
| SOCAM Member | K140,000.00 |  |  |
| Non SOCAM Member | K160,000.00 |  |  |
| **ACCOMMODATION** | **Total accommodation rate** |  |  |
| **Sun‘n’Sand**  VIP room  Family room  Deluxe room  Superior room | K270,000.00, B&B  K225,000.00, B&B  K210,000.00, B&B  K180,000.00, B & B |  |  |
| **Boadzulu**  Executive room  Family room  Superior room | K90,000.00, B & B  K120,000.00, B& B  K60,000.00, B & B |  |  |
| **Nkopola**  Deluxe  Superior room | K240, 000.00, B&B  K195,000.00, B & B |  |  |
| **Club Makokola**  Chief Villa  Lake Villa  Beach room  Garden room  **Dalitso Resort** VIP room  **Mpale**  VIP room | K360,00000, B&B  K300,000.00, B& B  K255,000.00, B & B  K210,000.00, B & B  K180,000.00, B & B  K135,000.00, B & B |  |  |
| **Le Riviera**  Executive | K135,000.00 |  |  |
| **Andrews**  Executive | K180,000.00, |  |  |
| **EXTRA MEALS** |  | **Extra meals units** |  |
| Lunch/Dinner | K10, 500.00/ person/ meal |  |  |
| Breakfast – Sun ‘n’ Sand | K 7,500.00/person/meal |  |  |
| Breakfast - Boadzulu | K 4,000.00/person/meal |  |  |
| Breakfast - Nkopola | K 10,000.00/person/meal |  |  |
| Breakfast – Club Makokola | K 8,000.00/person/meal |  |  |
| **TOTAL COST** | |  |  |

**NOTE**: Cheques should be made payable to **ICAM** and appropriately crossed.