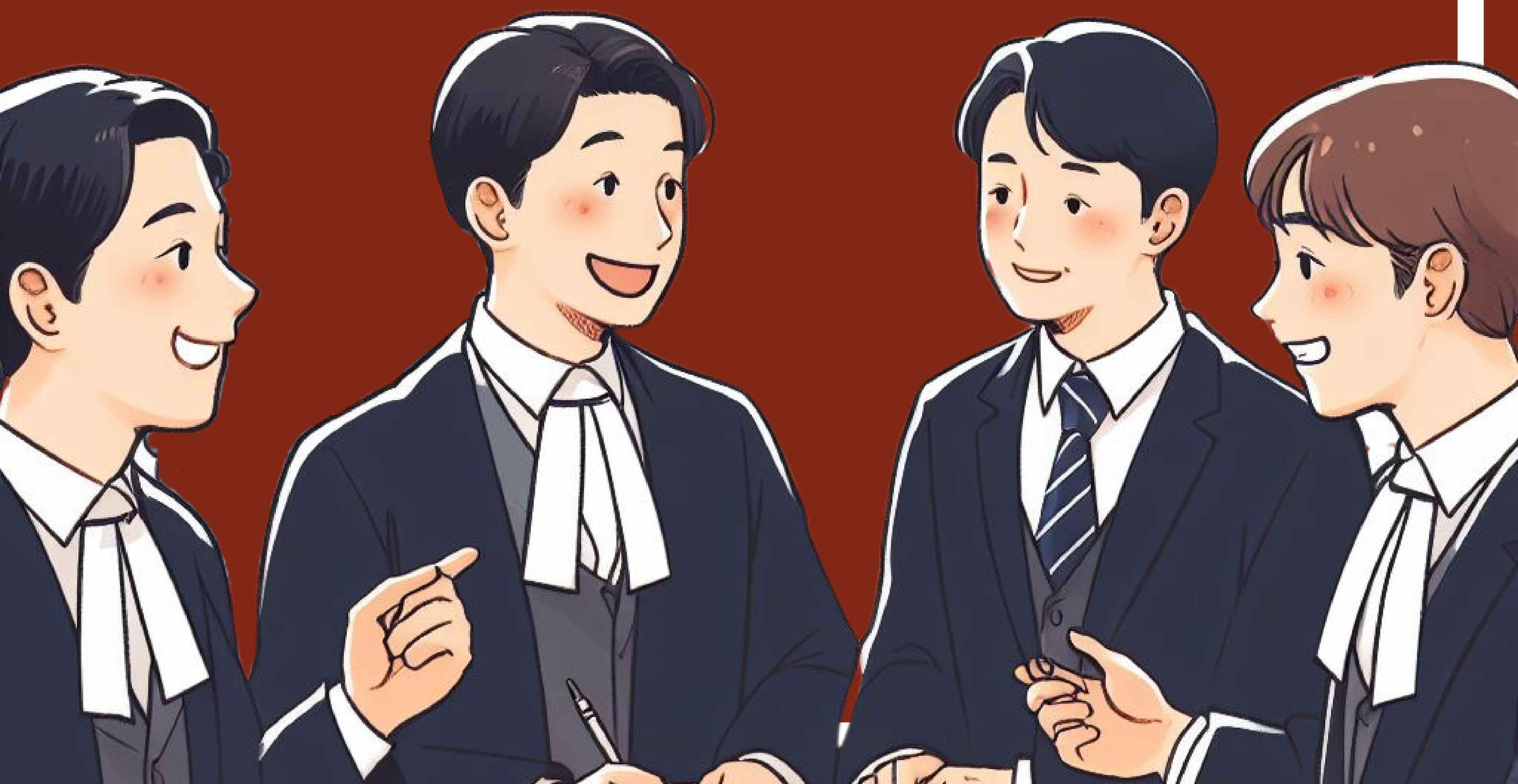# REGISTRATION GUIDE FOR

## ALSA CONFERENCE BRUNEI 2024

WWW.ALSABRUNEI.ORG/ALSACONFERENCE2024

## 1

# Complete the Registration Form

**Delegates AC Registration Form**

## 2

# Submit the Form

Delegates are responsible for submitting their registration forms to their respective National Chapter representative.

## 3

# Gather and Send Forms

National Chapter representatives should collect all registration forms and send them collectively to ALSA Brunei. Please send the forms in **PDF format** to **admin@alsabrunei.com.**

## 4

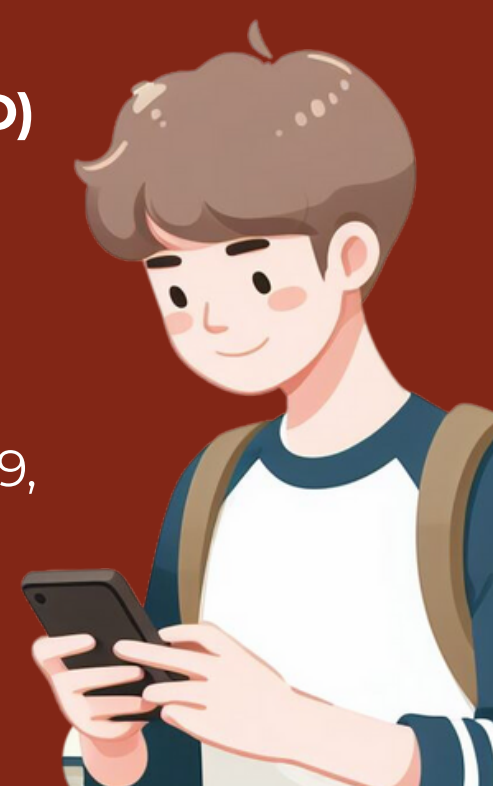# Payment Instructions

Make the registration fee payment to:
**Bank: BANK ISLAM BRUNEI DARUSSALAM (BIBD)**
**ACC NO**: 00001021158105
**SWIFT CODE**: BIBDBNBB (preferred option) or BIBDBNBBXXX
**BANK ADDRESS**: BANK ISLAM BRUNEI DARUSSALAM BERHAD, BANGUNAN BIBD, LOT 159, JALAN PEMANCHA, BANDAR SERI BEGAWAN, Brunei Darussalam.
**ACCOUNT HOLDER:** AMAL WARDINA ATHIRAH

## 5

### Be Mindful of Transaction Fees

**Note** that any administrative or remittance fees associated with the transaction are the sender's responsibility. The received amount should match the specified registration fee without any deductions.
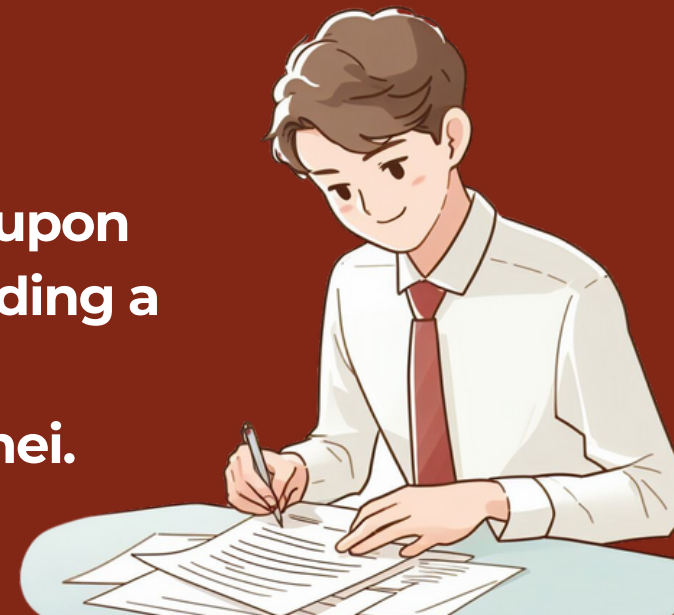
## 6

### Acknowledgment of Registration

Your registration will be acknowledged upon receipt of the registration forms.

## 7

### Confirmation of Registration

**Registration confirmation is contingent upon the National Chapter representative sending a PDF or JPG copy of the registration fee remittance transfer receipt to ALSA Brunei.**

## 8

### Early Bird Deadline

Important: Early bird registration for delegates will only be confirmed once the registration fee payment or its receipt is received. It is strongly encouraged to submit the payment before the 10th of December. After this date, the default registration fee of USD 375 will apply.

# Registration Amount

| Early Bird Registration | Regular Registration |
| --- | --- |
| **USD 350** | **USD 375** |
| 1st December - 10th December 2023 | 11th December - 28th December 2023 |

To ensure a smooth registration process, please adhere to the following guidelines above