



The Ministry of Works, Transport and Communication



Tanzania Transportation Technology Transfer Centre



Tanzania Roads Association (TARA)



INTERNATIONAL ROAD FEDERATION

Regional Seminar and Course on Road Asset Management for Senior Executives and Decision Makers;

Arusha International Conference Centre (AICC), Arusha, Tanzania, 24th – 28th June 2019

Registration Form - Delegates

The purpose of this form is to inform the Organizing Committee of your intention to participate in the **Regional Seminar on Road Asset Management for Decision Makers** and the **Course on Road Asset Management for Senior Executives**.

Please complete and email this registration form by **10th June 2019** to: The Honorary Secretary, Tanzania Roads Association, at tanzaniaroads@gmail.com with a copy to the Secretary of the Organising Committee at hbishanga@yahoo.com and deomutta@gmail.com. **Confirmation will be made upon receiving payments.**

Each person attending should submit a separate registration form.

<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other (please specify):	
First Name	
Middle Name	
Last Name	
Name as it should appear on Name Badge	
Position/Job Title	
Organisation	
Mailing address	
Country	
<input type="checkbox"/> Telephone or Mobile	+
Email	
Special requirement - dietary	
Special requirement - mobility	

ATTENDANCE [Please check one]

- I will attend the **Regional Seminar on Road Asset Management for Decision Makers**.
- I will attend both the **Regional Seminar on Road Asset Management for Decision Makers** and the **Course on Road Asset Management for Senior Executives**.
- I will attend and participate as a **Resource Person** for the Seminar and Course

TRAVEL INFO REQUIRED

Flight Arrival Details (Kilimanjaro International Airport):

Arriving From: _____

Date: _____ Flight Arrival Time: _____

Flight Number: _____

Flight Departure Details (Kilimanjaro International Airport):

Departing To: _____

Date: _____ Flight Departure Time: _____

Flight Number: _____

Transport to and from airport required: YES: _____ NO: _____

Accommodation

I will attend and would like the organisers to reserve accommodation for me at _____ Hotel at the rate (including taxes and breakfast) of \$ _____

I will attend but will make my own accommodation arrangement. I will be staying at _____ Hotel.

PRIVACY

I agree that particulars stated in this form can be displayed in conference documentation

YES: _____ NO: _____

REGISTRATION FEES:

Regional Seminar on Road Asset Management for Decision Makers

Registration fee for participation in the **Regional Seminar on Road Asset Management for Decision Makers** is Tanzania Shillings **720,000/=** for local participants and **USD 400** for foreign participants to cover costs of attendance to the seminar, seminar materials, a certificate of attendance, lunch and refreshments during the seminar.

Course on Road Asset Management for Senior Executives

Registration fee for attending the **Course on Road Asset Management for Senior Executives** that includes participation in the Regional Seminar on Road Asset Management for Decision Makers is Tanzania Shillings **1,800,000/=** for local participants and **USD 1000** for foreign participants to cover costs of tuition, training materials, a certificate of training, lunch and refreshments during the course. The seminar and course fee does *not* include travel and or accommodation.

TERMS OF PAYMENT

It is advised for payment of registration fees for participation in the seminar and course to be made by Bank Transfer to the Tanzania Roads Association Account as follows: -

Account Name: **TARA Projects Account**

Account Number: **0150360676301**

Bank Name: **CRDB Bank PLC**

Branch Name: **Msasani**

Swift Code: **CORUTZTZ**

Bank Contact: Msasani Tower, Off Kimweri Drive P.O. Box 106263 Dar es Salaam, Tanzania; Tel: +255 22 2923344; Fax: +255 22 2923345

Please note that for bank transfer:

- The bank transfer charges are fully paid by the participants
- Ensure that the name of the participant and the Seminar or Course are included as part of the remittance information.

GENERAL CONDITIONS AND CANCELLATION POLICY

Registration	All registration forms must be completed electronically, and sent by e-mail to the Honorary Secretary, Tanzania Roads Association (TARA) at the address mentioned above.
	Registration fees have to be fully paid to receive the confirmation of participation and Course badge.
	An official receipt will be forwarded to all registered delegates upon receipt of their full payment.
	Registration fees cover costs of tuition, training materials, a certificate of training, lunch and refreshments during the seminar and course. The course fee does <i>not</i> include travel or accommodation
	Accompanying persons do not have access to the Seminar and Course nor the lunches.
	Any cancellation of registration must be made in writing to the Honorary Secretary, Tanzania Roads Association (TARA) to the email address mentioned above.
	Visa letters can be issue for resource persons upon confirmation of their coming. For seminar and course participants, it will be issued upon confirmation that registration fees have been paid.
	Delegates are responsible for their own room reservation directly with the hotel of their choice.
	Delegates are responsible for their own travel arrangements.
Cancellations/ Refunds	The refund of registration fees per delegate is as follows:
	Cancellations received in writing Before 10th June 2019: refund of 50% of registration fee. Any applicable bank fees will be at the charge of the person registering for the seminar or course. After 10th June 2019: no refund.