



WCFPS 2019

REGISTRATION FORM

PARTICIPANT'S INFORMATION

TITLE (MR/MS/MRS/PROF/DR/etc.):		MYKAD/PASSPORT NO.:		
FIRST NAME:		LAST NAME (SURNAME):		
ORGANIZATION:		POSITION:		
MAILING ADDRESS:				
CITY/STATE:	POSTCODE:	COUNTRY:		
PHONE:	MOBILE:	FAX:		
EMAIL:		NATIONALITY:		
EMERGENCY CONTACT NAME:		EMERGENCY CONTACT PHONE:		
*DIETARY REQUIREMENT:	<input type="checkbox"/>	NO DIETARY REQUIREMENT	<input type="checkbox"/>	VEGETARIAN
	<input type="checkbox"/>	PEANUT ALLERGY	<input type="checkbox"/>	OTHER, PLEASE SPECIFY:
MEMBERSHIP CATEGORY:	<input type="checkbox"/>	MSGM MEMBER	<input type="checkbox"/>	NOT APPLICABLE
	<input type="checkbox"/>	BGS MEMBER	MEMB. NUMBER:	

FOR SYMPOSIA / ABSTRACT SUBMITTERS USE ONLY:

Please tick where applicable

I submitted my abstract for:

<input type="checkbox"/> Symposia Session	<input type="checkbox"/> Oral Presentation	<input type="checkbox"/> E-Poster Presentation
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VISA INFORMATION

If you require a visa to enter Kuala Lumpur Malaysia, the **WCFPS 2019 Congress Secretariat** will issue an **Invitation Letter to you for Visa Application ONLY** upon request. To **support** your visa application, you must complete your registration with payment to the Congress Secretariat. For more accurate and up-to-date information on the visa and health requirements, you are advised to contact the Malaysian High Commission/ Embassy/ Consulate of the country concerned. The addresses and contact numbers of the Malaysian Foreign Missions abroad can be obtained from www.kln.gov.my or <http://www.imi.gov.my> under Malaysian Missions Overseas. For **ISRAELI** Delegates, please take note that the process to apply for a visa to enter into Malaysia may take up to 6-months for processing by the Malaysian authorities. For all delegates, please ensure that your passport is valid at least **6 (six) months** prior to the date of your travel and entry into Malaysia.



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REGISTRATION FEES

Please tick ✓ where applicable.

REGISTRATION CATEGORY	EARLY BIRD RATE (1 ST JAN – 30 TH SEPT)	REGULAR RATE (1 ST OCT – 28 TH NOV)
MSGM MEMBER	MYR 2,000.00	MYR 2,300.00
BGS MEMBER	MYR 2,000.00	MYR 2,300.00
NON-MEMBER	MYR 2,300.00	MYR 2,600.00
ASEAN COUNTRIES	MYR 2,000.00	MYR 2,300.00
LOWER – MIDDLE INCOME COUNTRIES	MYR 2,000.00	MYR 2,300.00
LOCAL GOVERNMENT BODIES	MYR 2,000.00	MYR 2,000.00
STUDENT	MYR 1,200.00	MYR 1,500.00
ACCOMPANYING PERSON	MYR 1,000.00	MYR 1,300.00

*Other currencies are subjected to current Bank Negara Malaysia (National Bank of Malaysia) exchange rates. Refer [HERE](#).

NOTES:

- *All **Presenters** are required to complete their registration with payment by **31st July 2019** in order to confirm their participation and to ensure their presentation(s) are published in Congress programme and proceedings.
- Registration Fee stated above includes attendance at all congress sessions, congress material, 1-day lunch (5th Oct only) and tea breaks.
- Fee for Gala Dinner, Welcome Reception, accommodation, flights, airport transfer, tours and personal expenses are **NOT** included in the registration fee.
- Accompanying person is entitled for Spouse Tour (*to be advised*), Welcome Reception, and Gala Dinner only.
- Student rate only applies to all students in any universities. A copy of Student ID card or Letter from University is required for verification.
- The list of countries classified by income level (lower – middle income) is based on The World Bank data where the list can be found [HERE](#).

GALA DINNER AND WELCOME RECEPTION

Please tick ✓ where applicable.

ITEM	(1 ST JAN – 28 TH NOV 2019)	QUANTITY	PLEASE TICK (✓)
GALA DINNER	MYR 300.00		
WELCOME RECEPTION	MYR 100.00		
GALA DINNER AND WELCOME RECEPTION	MYR 350.00		

NOTES:

- Venue to be advised.
- One (1) entrance ticket to Gala Dinner or Welcome Reception is entitled for one person only.

ADDITIONAL PERSON(S) DETAILS:

- FULL NAME : _____
- DIETARY REQUIREMENT : _____
- EMAIL ADDRESS : _____



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TERMS & CONDITIONS

1. Registration Process and Payment

- a. Participants are advised to register via online registration at <http://wcfps2019.org/registration/>. Alternatively, you may complete the registration form and email it to the **WCFPS 2019 Congress Secretariat** at secretariat@wcfps2019.org.
- b. Online registration is only open until **28th November 2019 (GMT +8hrs)**. After 28th November 2019, kindly register onsite at the Congress venue where registration counters will be open on 3rd December 2019 from 1400 – 1800hrs. Only credit card or cash (in MYR currency) is applicable for onsite registration.
- c. In order to enjoy the Early Bird Rates, full payment of registration fees must be received on or **before 30th September 2019**. However, this does not apply to **PRESENTERS** as they are required to complete their registration with payment by **31st July 2019** in order to confirm their participation and to ensure their abstract(s) are published in Congress programme and proceedings.
- d. For Regular Rates, full payment of registration fees must be received on or before **28th November 2019**.
- e. For Onsite Registration, full payment must be made before collecting your name badge during the Registration Day.
- f. For payment made via Local Purchase Order (LPO), the original copy of LPO must be courier to the Secretariat office latest by **30th September 2019** for verification purpose and confirmation of your participation. (*Office address on Page 8*).
- g. For Students Category, a Student Identification Card or any documentary proof from the relevant department or learning institution should be submitted to the **WCFPS 2019 Congress Secretariat** by email at secretariat@wcfps2019.org to confirm your Student status.
- h. An Invoice and Receipt will be emailed upon full payment of the registration fee received. Please present the Receipt at the registration counter to speed up the registration process.
- i. Payment of registration fees can be made via:
 - i. Credit or Debit Card (Visa & MasterCard only)
 - ii. Telegraphic Transfer
 - iii. Local (Malaysia) Cheque / Bank Transfer
 - iv. Local Purchase Order (Applicable to Malaysian Government Agencies only)
- j. The Organiser reserves the right, and will inform Participants on any alteration to any of the arrangements for the **WCFPS 2019 Congress**, including the cancellation of the event should unforeseen circumstances require such action.
- k. In the special circumstances that the entire event has to be cancelled, the Organiser will refund the registration fee to the Participants. However, the Organiser will not be liable for other associated costs, e.g. accommodation and travelling expenses, and any inconveniences incurred to the Participants due to the cancellation. Participants are advised to arrange for their own travel insurance.

2. Registration Transfer/Changes of Personnel

- a. All registrations are transferrable on or before **31st October 2019**. Transfer requests must be made by e-mail to **WCFPS 2019 Congress Secretariat** at secretariat@wcfps2019.org. The new (replacement) Participant should complete the registration form and revert to the Secretariat as the changes will be done manually from system. Transfer of registration will not be allowed after **1st November 2019**.
- b. Changes in registered person shall not incur any charges. However, the new registrant(s) are required to pay the remaining balance should his/her registration fee is exceeding the previous registrant(s) registration fee.
- c. In the case where the new registrant's fee is lesser than the previous registrant, no refund will be allowed. However, the new registrant may use the excess balance to add another person or buy other items such as Gala Dinner ticket, Welcome Reception ticket, Post Congress Workshop or any relevant items of the Congress, to sum up to the amount paid by the previous registrant(s).

3. Cancellation & Refund Policies:

- a. All refunds for cancellation will be in Ringgit Malaysia (MYR) and made within three (3) months after the Congress ends.
- b. All cancellation of registration must be done in writing and submitted to the **WCFPS 2019 Congress Secretariat** via e-mail at secretariat@wcfps2019.org.
- c. Cancellation received on or **before 31st August 2019** will be entitled for 75% refund from the total Paid Registration Fee plus an administration fee of MYR 100.00 will be imposed.
- d. Cancellation received on **1st September 2019** until **31st October 2019** will be entitled for 50% refund from the total Paid Registration Fee plus an administration fee of MYR 100.00 will be imposed.
- e. **NO** refund is allowed for cancellation made on or after **1st November 2019**.
- f. Any charges imposed by banks and Credit Card issuers will be borne by the Registrants.



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4. Liability:

The Organiser reserves the right to make changes were deemed necessary, with or without prior notice to parties concerned. All disputes are subjected to Malaysian Law. We kindly ask you to authorise us by agreeing to the Terms & Conditions to use all registration data given in this form for computerised handling of the congress.

5. Invitation Letter for Visa Application

Registrants must possess a valid passport or other internationally recognised travel documents endorsed for travelling to Malaysia, with a validity period of at least six (6) months beyond the time of stay allowed in Malaysia. Registrants may request the "Request Form for Invitation Letter (To Supplement Visa Application)" by email at secretariat@wcfps2019.org. Please note that it is the sole responsibility of the Registrant to obtain the necessary documentation work for entry into Malaysia. The invitation letter for visa application will only be provided to Registrants who has registered and paid in full their congress fees. This invitation letter will facilitate but does not guarantee that you will be granted a visa. Visa requirements are dependent on the country of origin and last port of disembarkation before entering Malaysia. For detailed information on visa applications, please visit: <http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>. Registrants can also contact the nearest Malaysian consulate to confirm the visa requirements. For **ISRAELI** Delegates, please take note that the process to apply for a visa to enter into Malaysia may take up to 6-months for processing by the Malaysian authorities.

PAYMENT SECTION

Please tick where applicable.

Option 1: Credit or Debit Card

Please proceed to your WCFPS 2019 Congress account and login with your registered primary email address and password to continue make payment via Credit or Debit Card. You may request a new password if your login is not successful.

Important Note for Credit or Debit Card Users:

1. Only **VISA or MasterCard** are accepted for online credit or debit card payment.
2. The **WCFPS 2019 Congress** registration payment gateway is a **3-D Secure** in compliance with the Payment Card Industry Data Security Standard (PSI-DSS) in order to pay the registration fee online. Kindly **authenticate** your credit or debit card as "**3-D Secure**" with your card-issuing bank before you proceed with your registration and online payment. You will receive a "**One-Time Authentication (OTP)**" code through your mobile phone by SMS for you to key-in to conclude your online transaction and payment.
3. If your credit card transaction(s) is(are) unsuccessful, kindly inform your card-issuing bank that you will be conducting an overseas credit card or debit card transaction as there might be a restriction made for International Transactions due to security reasons.
4. Or please check your credit or debit card online limit as it may have exceeded the monthly transactions allowed.
5. If the error still occurs after you have checked with your card-issuing bank, kindly contact us for further assistance.

Option 2: Telegraphic Transfer / Local Bank Transfer / Local Purchase Order

Payment via bank transfer must be made without charges to the beneficiary, and payable to:

Account No : 3121-9337-7533
Account Name : AOSCE – WCFPS 2019
Bank Name : Standard Chartered Bank Malaysia Berhad
Address : KL Main Branch, Ground Floor, No. 36 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia
Swift Code : SCBLMYKX-XXX

Important Note:

- Please attach a copy of your bank transfer with your registration form. Bank drafts and cheques (except for local cheque) will not be accepted for payment.
- All bank charges should be paid separately from the total registration fee.

Option 3: Local Cheque – Only Applicable for Malaysian Organizations

Please attach the cheque or copy of cheque deposit slip with your registration form, with Beneficiary Account Name "**AOSCE – WCFPS 2019**".



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DECLARATION STATEMENT

I hereby accept that I have read and accepted all the terms of participation without reservation or restriction and I relinquish any claims against the Organiser. The Organiser reserves the right to cancel or postpone the Congress due to unforeseen circumstances.

Full Name : _____ Signature : _____

MyKad /
Passport No : _____ Date : _____

In order to comply with the **PRIVACY NOTICE GENERAL DATA PROTECTION REGULATIONS (GDPR) (EU) 2016/679, AND PERSONAL DATA PROTECTION ACT (PDPA) 2010 MALAYSIA**, please vet through and acknowledge the Privacy Notice.

PRIVACY NOTICE

GENERAL DATA PROTECTION REGULATIONS (GDPR) (EU) 2016/679

PERSONAL DATA PROTECTION ACT (PDPA) 2010 MALAYSIA

1 PURPOSE OF NOTICE

Malaysia Society of Geriatric Medicine (MSGM) and British Geriatrics Society (BGS) who is the Organiser of World Congress on Falls and Postural Stability 2019 (WCFPS 2019) and the AOS Convention & Events Sdn (AOSCE) are required to comply with the GDPR and PDPA which regulates the processing of personal data in commercial transactions. For the purpose of the above laws, the terms “personal data” and “processing” shall have the meaning as prescribed in the GDPR and PDPA.

The WCFPS 2019 will be managed by AOSCE as the Professional Conference Organiser (PCO) appointed by the Organiser and their scope of services includes, among others, administrative work, speakers, abstracts and participants management, financial management, sponsorship and exhibitors management including promotion and marketing.

2 WHO IS THE DATA COLLECTOR

For the purpose of the above laws, the terms “we”; “us” or “our” refers to AOSCE as the data controller, collector and processor whose address is presented below:

AOS Convention & Events Sdn Bhd
2nd Floor, No. 39 & 40, Jalan Mamanda 9, Ampang Point, 68000 Ampang, Selangor, Malaysia
Tel : +603 4252 9100
Fax : +603 4257 1133
Email : secretariat@wcfps2019.org
Contact Person : Mr Affaf Ismail

3 WHAT PERSONAL DATA WE COLLECT

The personal data collected by the AOSCE is when you register as a participation in the WCFPS 2019 and information you provide directly to us which may include, but not limited to:

- Your name;
- Nationality;
- MyKad / Passport number;
- Organisation
- Designation;
- Office address;
- Office phone & fax number;
- Mobile phone number;
- Email address;
- Emergency Contact Person & Number
- Accompanying person’s name;
- Membership Details;
- Dietary requirements;
- Images and videos of you when you attend WCFPS 2019 and
- Data derive through your interaction with us.



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4 PURPOSE OF PROCESSING PERSONAL DATA

We'll only use your personal information for our legitimate business purposes as set out in this privacy notice. The personal data collected and processed by the AOSCE amongst others, are for the following purpose:

- a) Registration and administrative work related to WCFPS 2019 :
 - (i) Programmes;
 - (ii) Workshops;
 - (iii) Abstracts;
 - (iv) invoices;
 - (v) Official receipts;
 - (vi) Updates / Promotions / Marketings e.g. E – Newsletters, flyers or notices;
 - (vii) Certificates;
 - (viii) Welcome Reception;
 - (ix) Gala Dinner;
 - (x) Invitation letters for visa applications;
 - (xi) To manage our relationship with you or comply with our contractual obligations.
- b) To communicate with and from you by Electronic mail on:
 - (i) All the above matters related to WCFPS 2019;
 - (ii) Enquiries by or about you;
 - (iii) Complaints by or about you;
 - (iv) All administrative and legitimate matters related to WCFPS 2019.

5 DISCLOSURE OF PERSONAL DATA

The personal data held by us shall be kept confidential and in a secure and protected. However, we may disclose your personal data to:

- a) MSGM;
- b) BGS;
- c) Parties authorised by you;
- d) Regulatory and governmental agencies as permitted or required by law, or to meet obligations to regulatory authorities.

5.1 Electronic Badges and Lead Scanning

We use badge scanning technology at WCFPS 2019 for security and access reasons and to help improve your experience and network effectively with our delegates and exhibitors. Everyone attending WCFPS 2019 requires a badge printed by the WCFPS 2019 Secretariat. The information displayed will be provided by you during registration – either online or on site. You'll need to allow us to scan your badge to gain entry to the Plenary or breakout session room including the exhibition show floor and other restricted areas.

6 PROTECTION OF YOUR PERSONAL DATA

The security of your personal data is ensured by the Secretariat and Organiser of WCFPS 2019 and we shall take all physical, technical and organisational measures needed to ensure the security and confidentiality of your personal data. If we disclose any of your personal data to any entities in paragraph 5, we will require them to appropriately safeguard the personal data provided to them. Please note that while we will endeavor to take all reasonable measure to protect your Personal Data, you should similarly take all necessary precautions, such as implementing strong passwords, limiting access to your computer and avoiding misplacing any documents or access pass words.

6.1 Breach of Data Security

AOSCE will notify you and data protection authorities within 72 hours of discovering a security breach.

7 RETENTION OF YOUR PERSONAL DATA

We intend to keep your personal data from the date of collection for as long as it is necessary for the fulfillment of the legitimate purposes as set out under paragraph 3 and 4 above or for the compliance with the law or any legal obligation. We shall stop processing or store your data when you write to us using the contact details listed below to withdraw your consent or within one (1) year from conclusion of WCFPS 2019. We may need to keep certain information for reasonable business or legal purposes (e.g. accounts information, unsubscribe records, information needed to prevent identity theft, legal disputes and misconduct) even if deletion has been requested.



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8 YOUR PERSONAL DATA PROTECTION RIGHTS

Under the GDPR and PDPA, you have the right to access your personal data to ensure that the personal data we hold about you is accurate, complete, not misleading and up-to-date. If you wish to exercise such rights and request access to your personal data, please contact us:

AOS Convention & Events Sdn Bhd
2nd Floor, No. 39 & 40, Jalan Mamanda 9,
Ampang Point, 68000 Ampang, Selangor, Malaysia
Tel : +603 4252 9100
Fax : +603 4257 1133
Email : secretariat@wcfps2019.org
Contact Person : Mr Affaf Ismail

9 LIABILITY WAIVER

I agree and acknowledge that I have read the Privacy Notice. I am undertaking participation in WCFPS 2019 and activities at my own free and intentional act and I am fully aware that possible physical injury might occur to me as a result of my participation in these events. I give this acknowledgement freely and knowingly and that I am, as a result, able to participate in WCFPS 2019 and I do hereby assume responsibility for my own wellbeing and safety.

I further agree and consent that photographs and video materials taken at WCFPS 2019 may be used to promote future events in electronic mail marketing, newsletters, educational materials, social media, press releases and broadcast through the internet. It will not be feasible to obtain express permission in relation to your inclusion in these materials. By participating in WCFPS 2019 you grant the Organiser the right to use your name, photograph and biography for such purposes. All photographs and video material become the property of the Organiser and may be displayed, distributed or used by the Organiser for any purpose.

I have read and understood the PRIVACY NOTICE and give my consent to the processing of my personal data by Organisers and Secretariat of WCFPS 2019

YES () NO ()

Full Name:

Signature:

MyKad / Passport No:

Date:

Organised by :



Supported by :



Endorsed by :



Please return this form to:
WCFPS 2019 Congress Secretariat

C/o AOS Conventions & Events Sdn. Bhd. (Member of AOS Tourism & Hospitality Group)
2nd Floor, No. 39 & 40, Jalan Mamanda 9, Ampang Point, 68000 Ampang, Selangor, Malaysia.

Phone: +603 4252 9100 | Fax: +603 4257 1133

Website: <http://wcfps2019.org/> | Email: secretariat@wcfps2019.org