

REGISTRATION FORM

The 2nd International Symposium on Parallel and Distributed Processing and Applications (ISPA-2004)
Regal Kowloon Hotel, Hong Kong, Dec. 13-15, 2004

CONFERENCE PARTICIPANT

This information will be used for the list of participants and correspondence.

PLEASE FILL IN A SEPARATE REGISTRATION FORM FOR EACH CONFERENCE PARTICIPANT

Title	Ph.D.	Mr.	Ms.	Prof.		Paper No.	
First Name				MI	Last Name		
Affiliation							
Mailing Address							
City, Zip, Country							
Phone			Fax			Email	
Vegetarian?							

REGISTRATION FEES

For your paper to be included in the proceedings, the registration fee must be received before Oct.

	By 15 Nov, 2004	After 15 Nov, 2004	Subtotal USD
Regular	USD 400	USD 500	
Student <small>Please attach proof of your student status (a copy of your valid student ID or a certifying letter from your department)</small>	USD 250	USD 350	
Additional ONE Paper	50% of first registration fee	No. of papers: (___)	
Additional ONE page	USD 75	No. of Pages : (___) <small>(max. 2 additional pages)</small>	

OTHER FEES

	Fee	Subtotal USD
Tutorial	USD 100	
Proceedings (Additional copy)	USD 50	
Welcome Reception (Dec. 12) (Additional Attendee)	USD 20	
Banquet (Dec. 14) (Additional Attendee)	USD 40	

TOTAL PAYMENT

USD		
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Method of payment (select one)	Credit card ^	Cheque	Money order / bank draft	Telegraphic transfer (see note B)
Credit card type (select one)	Master card	Visa	Others	

^ Please provide the following information if you make your payment by credit card:

Credit Card Number	
Credit Card Holder's Name	
Credit Card Expiry Date	
Card Holder's Signature	

Date: _____

Signature: _____

Remarks: _____

ISPA 2004 Registration Notes

A. FAX OR EMAIL IN YOUR REGISTRATION.

Print / Download the Doc form or PDF form, fill in the requested information, and email, mail or fax it with your payment to

Dr. Jiannong Cao, Department of Computing
The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong
Fax: +852-27642528 E-mail: ispa@comp.polyu.edu.hk

To qualify for advance registration discounts, registration form and payment must be received by the deadline. Registrations received after the deadline will be charged at the late/on-site registration rate. Those received after the late deadline may not be acknowledged or accepted and may require processing and payment onsite.

B. PAYMENT

All payments must be made in **US Dollars (USD)**, by **bank transfer, bank check** or **Credit Card**. Please include (1) **Paper ID** (2) **Full Name of Author** when bank transferring, writing check, or providing credit card.

Bank check should be issued payable to "**The Hong Kong Polytechnic University**" and drawn on a Hong Kong bank or a Hong Kong branch of an international bank for the total amount in US Dollars.

The Conference attendants using telegraphic transfer to pay the conference registration fee should use following details. Bank handling charges must be borne by the applicant.

Beneficiary: The Hong Kong Polytechnic University
Bank Name: Hang Seng Bank Limited
Bank Branch: Head Office
Branch Address: 83 Des Voeux Road C. Hong Kong
Bank Code/Number: 024
Account Number: 280-277476-001
SWIFT code for Hang Seng Bank Limited HASEHKHH (optional)
Payment details Registration Fee for ISPA 2004, Department of Computing

C. IMPORTANT DATES

05 Oct. 2004 – Registration fee must be received for papers to be included in the proceedings,

15 Nov. 2004 -- Advance registration ends 5:00 pm Hong Kong Time,

15 Nov. 2004 -- All banking transfers and check payments must be received.

20 Nov. 2004 -- Cancellation deadline -- cancellations **MUST** be in writing

30 Nov. 2004 -- Late registration ends (after this date you may be required to register onsite by using credit card, cash, or check (applied to local participants only)

D. FEES AND ITEMS INCLUDED

- Conference Registration Fee includes: - Attendance of all conference sessions - Attendance of the Hosting Banquet. - Attendance of the Welcome Reception - Proceedings - Coffee breaks – lunches during conf.
- Additional paper registration does not include the Welcome Reception, the Banquet and the Proceedings.

E. CONFIRMATION

Upon receiving your registration form and payment, we will send you confirmation e-mail, bearing your registration number. Please bring this confirmation slip with you and present it at the registration desk at the Conference site.

F. CANCELLATION

Notice of cancellations must be made in writing to the ISPA04 Registration Office. The amount of refund will depend on the date of cancellation as follows:

Received by Monday, Nov. 15, 2004 75% of the amount of payment.

Received by Monday, Nov. 22, 2004 50% of the amount of payment

Received after Monday, Nov. 22, 2004 No refund

Bank handling charge will be deducted from the refund respectively. All refunds will be made after the Conference.