**Delegate Details:**

**Title (Mr. / Ms. /Mrs. / Miss /Dr.): ---------------------------------------------------**

**Last Name (surname): ----------------------------------- First Name: --------------------------------------------**

**Organization: ------------------------------------------- Job Title: -------------------------------**

**Address: ------------------------------------------------ZIP/Postal Code: ---------------------------------------**

**Country: ---------------------------------------------------**

**Email address: ---------------------------------------------------**

**Office No. : ---------------------------------------------- Fax No. : ---------------------------------------------------**

**Mobile No. : ---------------------------------------------------**

**Name to appear on name tag: ---------------------------------------------------**

**Participation Type: Speaker Participant**

**Flight Details**

**Arrival Date: -------------------- Flight: -----------------------Time: -----------------Flight No.:----------------**

**Departure Date: ----------------Flight: ----------------------Time: ----------------- Flight No.:----------------**

**Hotel Reservation at Le Meridian Hotel – Amman / Jordan:**

**Do you need a hotel reservation at Le Meridian Hotel: Yes No**

**If yes, please complete the Hotel Reservation form and communicate directly with the conference organizer Al Oula Events & Conferences Services**

**Contact Person: Leena Nassar / Event Manager**

**Phone No. +96265669662 Mobile No. +962778454703**

**Email: *Leena-Nassar@jalcjo.com***

**Method of Payment**

* **Note that 100% of the amount should be paid upon confirmation.**
* **Transfer must be to ( Jordanian Association of Leasing Companies) with the IBAN JO27HBHO0300000098402600101001**

**Visa Requirements:**

**Please be aware that you need to check whether you require a visa to enter the Hashemite Kingdom of Jordan, queries relating to visas are handled by the Jordanian Embassy/Consulate/Mission in your country or the nearest one situated to you. However, JLGC strongly recommends all delegates to check with their travel agents as requirements do change.**

**Additional Invitation Letter for Visa Required? Yes No**

**Should you require a visa for your trip to Jordan you may need a letter of invitation to support your application, this should be requested from JALC Conference team directly, by sending an *e –mail to: Leena-Nassar@jalcjo.com***

**Please provide *Ms. Leena Nassar* with the following information:**

**Name:**

**Surname:**

**Gender:**

**Nationality:**

**Date of birth:**

**Passport number:**

**Full name and address of the legal entity/company where the person is employed:**

**Entry date: [if information available, otherwise delete]**

**Exit date: [if information available, otherwise delete]**

**If you require an original copy of the letter in support of your visa application, do let Ms. Leena Nassar know, otherwise you will only be emailed a PDF version of the original.**

**For more information please visit the website:** [**www.jalc.jo**](http://www.jalc.jo)

**JALC Conference**