



*International
Federation
of Hospital
Engineering*

*Fédération
Internationale
d'Ingénierie
Hospitalière*

*Federacion
Internacional
de Ingenieria
Hospitalaria*

May 2013

To IFHE 'A' National member organizations

**INTERNATIONAL FEDERATION OF HOSPITAL ENGINEERING (IFHE)
COUNCIL MEETING NO.46 – ADVANCE NOTICE No.2**

Dear National member organizations,

This letter is to be read in conjunction with the ADVANCE NOTICE issued in March.

BEAM President Tauran Zaidi Ahmad Zaidi letter dated 30 April 2013, received 13 May, confirms that IFHE Council meeting no.46 will be held on Tuesday 10 September 2013 at Kuala Lumpur Convention Centre, Kuala Lumpur, Malaysia, prior to the BEAM International Hospital Engineering Conference on Wednesday 11 and Thursday 12 September 2013.

The BEAM conference Committee has agreed that National member organizations' duly accredited Council representatives who attend the meeting, and their Spouses, be offered a 50% discount from the Standard Conference Registration fee i.e. it will be reduced to US\$ 250 per person. Recommended for accommodation booking are the Traders Hotel or the Impiana Hotel Kuala Lumpur, which are convenient for the meetings and conference venue.

To assist BEAM in making preparations, the IFHE General Secretary has been requested to ascertain the number of delegates to the Council meeting, and participants in the conference and other related events. The BEAM President has provided the attached CONFIRMATION OF ATTENDANCE form on which each IFHE A National member is to name the intended participants (and spouse if applicable) indicating which of the listed events they will attend.

It would be appreciated if these forms could be completed and returned via e-mail to the IFHE General Secretary and to the BEAM President tauran@beam2013.com by 15 June 2013.

The letter officially convening the Council meeting, with accompanying documents, is in the process of compilation and will distributed timeously.

Yours sincerely,


IFHE General Secretary



CONFIRMATION OF ATTENDANCE

IFHE 'A' NATIONAL MEMBERS	Association Name
	Country

	Events	2013 IFHE Exco Meeting Mon, 9th. Sept 2013	2013 IFHE Council Meeting Tue, 10th. Sept 2013	2013 BEAM Conference & Exhibition Wed, 9th.- Thu, 10th. Sept 2013 IFHE Exco: Free IFHE Council Members & Spouse: 50% discount	Golf Sun, 8th. Sept 2013	City Tour Mon, 9th. Sept 2013	BEAM Dinner Mon, 9th. Sept 2013
	Dates						
	Admission	n.a.	n.a.		Complimentary	Complimentary	Complimentary
1							
2							
3							
4							
5							

Note: Please write your names and spouse and put a tick { ☒ } under each column of events for which you are attending or interested to take part.



PAYMENT OPTIONS

<ul style="list-style-type: none"> ○ By Bank Transfer {Local & International participants} ○ By Demand Draft {Local & International participants} 	<p>Banking Details</p> <ul style="list-style-type: none"> ○ Payable to: Persatuan Kejuruteraan Biomedikal Malaysia ○ Bank: Bank Islam Malaysia Berhad (BIMB) ○ Bank Address: Anjung Perdana, Blok E16, Parcel E, Presint 1, Anjung, 62000 Putrajaya, MALAYSIA ○ Tel: (603) 8889 3192 ○ Account No (BEAM2): 1601 8010 0199 27 ○ Swift Code: BIMBMYKL ○ Western Union: BIMBMYKL
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Cancellation and Refund Terms:

1. Cancellation must be received by BEAM 2013 Registration Secretariat through Email: info@beam2013.com with Subject 'Cancellation'
2. Cancellation received by the registration secretariat up to July 11th 2013, will be eligible for a refund minus 20% for administrative and bank charges.
3. For cancellation received after 11th July 2013, there will be NO REFUND given.
4. All refund will be made 30 days after the conference ends.