**The 7th RCE MEETING OF THE AMERICAS**

A

**“ESD, Conservation and Climate Change in the 2030 Agenda”**

**25 – 27 October 2018, Posadas, Misiones, Argentina**

**Form A: Registration Form**

Please complete this form and send it to RCE Cuenca del Plata (rcemeeting2018@rcecuencadelplata.org) and Global RCE Service Centre (rceconference@unu.edu) by 23:59, Monday, 3rd September 2018 (Argentina Time (ART)).

CHECK LIST: Which documents do you need to submit? Please tick where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Do you need financial support to join the conference? |  [ ]  Yes [ ]  No | If yes, please submit “Form B” “Form C: ESD Project Summary Sheet of Case Study” “RCE profile template” along with this form. (**Deadline: 23: 59, Friday, 13 July 2018(JST))** |
| B. | Will you be able to make a project presentation? |  [ ]  Yes [ ]  No | If yes, please submit “Form C: ESD Project Summary Sheet of Case Study” along with this form. (**Deadline: 23: 59, Friday, 13 July 2018(JST)**) |
| C. | Would you be willing to act as a translator for others’ presentations/discussions? |  [ ]  Yes [ ]  No | If yes, please note you may be asked to translate from Spanish into English or English into Spanish.  |
| D. | Do you need visa to enter Argentina? |  [ ]  Yes [ ]  No | If yes, please fill out Section 2. Visa support Request in this form and submit it along with your passport copy. |

<Section 1>

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Last name/ Surname |  | 2. First name |  |
| 3. Middle name |  | 4. Title | Prof. Dr. Mr. Ms. Other ( ) |
| 5. Gender | [ ]  Male [ ]  Female | 6. Nationality |  |
| 7. Name of Affiliation |  |
| 8. Name of RCE |  |
| 9. Postal Address |  |
| 10. E-mail |  |
| 11. Passport Number and the Expiry Date | No: Expiry Date (day/month/year): |
| 12. Telephone (please include national and local code) |  |
| 13. Fax (please include national and local code) |  |
| 14. Port of Departure  |  |
| 15. Do you have any specific dietary requirements?  | [ ]  Yes [ ]  No If yes, please specify: |
| 16. Will you have an accompanying person participating with you?\* For those who apply for the financial support request, UNU-IAS will NOT be responsible for any personal expenses including expenses related travel of your accompanying person, if you are selected as a successful applicant. | [ ]  Yes [ ]  No If yes, please specify: |
| 17. Will you attend the welcome reception on 24th October 2018? \*Kindly note that the welcome reception is optional; and for those applying for fund support, you may not be able to attend the reception due to flight availability and your itinerary arranged by UNU-IAS in accordance of UNU-IAS travel policy and regulation.  | [ ]  Yes [ ]  No |
| 18. RCE Cuenca del Plata will arrange the outdoor activity on 25th October 2018. Do you intend to attend the activity?  | [ ]  Yes [ ]  No |
| 19. Will you attend the dinner gathering on 26th October 2018? \*Please note that the dinner gathering is optional. Participation fee: Approx. USD25 -30 | [ ]  Yes [ ]  No |
| 20. RCE Cuenca del Plata will organise a field trip to [UNESCO Heritage site](https://whc.unesco.org/en/list/275) and “[Salt Encantado”Jungle Waterfall](https://www.welcomeargentina.com/aristobulo-del-valle/charmed-fall.html) on 27th October 2018. Participation fee including lunch: approx. USD60.\*Please note the field trip is optional and the expenses need to be covered by participants. All participants including UNU-IAS funded participants are requested to cover their accommodation fee on 27th October 2018 in addition to the participation fee.  | [ ]  Yes [ ]  No |
| 21. Check-in date in Argentina |  /Oct/2018 | 22. Check-out date in Argentina |  /Oct/2018 |

<Section 2> **Visa Support request:** Please submit a scanned-copy of your passport.

VISA information: <http://cnyor.mrecic.gov.ar/en/content/visas-6>

|  |  |
| --- | --- |
| 1. Date of issue of passport (Date/Month/Year)
 |  |
| 1. Location of Embassy (High Commission, or Consulate General) of Argentina where you will apply for your visa
 | (ex. Embassy of India, Tokyo, Japan; Consulate General of India, Chicago, USA etc.)  |
| 1. Documents you need to provide to support your visa application
 |  |
| 1. Visa application fee
 |  |
| 1. Name of organisation that will cover your travel expenses
 |  |
| 1. Address in Argentina (address of the hotel where you plan to stay) if you are staying at **other** accommodation than Maitei Hotel Resort & Spa
 |  |

**[Important Information]**

* **Venue**: Parque del Conocimiento Convention Centre (Adresse: Avenida Ulises López y Ruta 12, 3300 Posadas, Misiones ).
* **Accommodation in Posadas**: UNU-IAS funded participants will stay at a designated hotel and the room reservations will be made by the Global RCE Service Centre and RCE Cuenca del Plata. Please do NOT make your own reservations if you are funded by UNU-IAS.

 **Maitei Hotel Resort & Spa (Recommended)**: The hotel is located 600 meters from Posadas' airport. RCE Cuenca del Plata is securing rooms for RCE members at **Maitei Hotel Resort & Spa.**

If you wish to stay at Maitei Hotel Resort & Spa, please email RCE Cuenca del Plata (rcemeeting2018@rcecuencadelplata.org) under the subject: “Americas RCE meeting Maitei Hotel Resort & Spa Accommodation” **by 23:59, Sunday, 29st July 2018 (ART).** RCE Cuenca del Plata provides you promotion code for a special room rate.

For reservation, each participant is requested to make a booking with the hotel **directly** using the promotion code. Please email the hotel (comercial@maiteihotelposadas.com) for your reservation. Kindly be informed that hotel booking after the above date and/or via other channels (i.e. online booking etc) are unable to benefit from the special room rate. Please note that the number of available rooms is limited, and room reservations will be made on a first-come-first-served basis.

**Maitei Hotel Resort & Spa**

Address: Av. Ulises López y Ruta Nacional 12. | 3300. Posadas. Misiones.

Phone: +54 (376) 444 2500

<http://www.hotelmaiteiposadas.com/>

* **Registration Fees for the Americas meeting:** Free for all participants. However, accommodation, meals, field trip participation fee and travel arrangements are purely and individual affair.

**Registration deadline for fund support: 23:59, Friday, 13th July 2018 (JST).**

**Registration deadline for participants NOT applying for fund support: 23:59, Monday, 3rd September 2018** (ART).

\*Please make sure that all the information provided is correct before submitting this form to the secretariat. Incomplete or delayed application to the fund support may not be considered for selection.

**PLEASE SUBMIT THIS FORM TO: RCE Cuenca del Plata (****rcemeeting2018@rcecuencadelplata.org****) and the Global RCE Service Centre (****rceconference@unu.edu**)

THANK YOU FOR YOUR REGISTRATION.