**The 8th African RCE Meeting**

A

**Zomba, Malawi,**

**8th - 10th August 2018**

**Form A: Registration Form**

Please complete this form and send it to RCE Zomba (rcezomba@cc.ac.mw) and the Global RCE Service Centre (rceconference@unu.edu) by **23:59, Friday, 6 July 2018 (Central Africa Time).**

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: Request for Financial Support “ “Form C: ESD Project Summary Sheet” “RCE Profile form” and this form. **(Deadline: 23:59, Friday, 8 June 2018 (JST))** |
| B. | Do you wish to make a project presentation? | [ ]  Yes [ ]  No | If yes, please submit “Form C: ESD Project Summary Sheet along with this form.**(Deadline: 23:59, Friday, 8 June 2018 (JST))** |
| C | Do you wish to make a poster presentation?  | [ ]  Yes [ ]  No | If yes, please prepare your poster in print and bring the printed poster and place it at the exhibition sites by yourself. |
| D. | Do you need visa to enter Malawi? | [ ]  Yes [ ]  No | If yes, please fill in **Section 2. Visa support Request** below.  |

**<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 field trip arranged by RCE Zomba on 10th August?  | [ ]  Yes [ ]  No |
| 18. Check-in date in Zomba | /Aug /2018 | 19. Check-out date in Zomba | / Aug /2018 |

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

|  |  |
| --- | --- |
| 1. Date of issue of passport (Date/Month/Year)
 |  |
| 1. Location of Embassy (High Commission, or Consulate General) of Malawi 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 Malawi (address of the hotel where you plan to stay) if you are staying at **other** accommodation than **Annies lodge Zomba**
 |  |

**[Important Information]**

* **Venue**: **Chancellor College, University of Malawi in Zomba city**

Transportation from the Chileka International Airport to the venue: RCE Zomba will provide airport transfer services. The schedule will be announced in due course.

* **Accommodation in Zomba**: 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 Zomba. Please do not make your own reservations if you are funded by UNU-IAS.

**Annies lodge Zomba (Recommended):** RCE Zomba is securing rooms for RCE members. Please note that the number of available rooms is limited, and room reservations will be made on a first-come-first-served basis.

For further information and reservations, please email rcezomba@cc.ac.mw under the subject: “(Accommodation Reservation)” by 23:59, Friday, 29 June 2018 (Central Africa Time).In your email, please make sure to write your “Full Name, Institution, Nationality, the Date of Check In and Check Out ” Further booking instruction as well as reservation policies will be informed by RCE Zomba.

Accommodation rate starts at MK38,297.87 per person/night at executive single room (not including Tax).

Address: P.O. Box 297, Zomba, Malawi

 Tel: +265 (0) 1 527 002 /+265 (0) 999 957 608

Fax: +265 (0) 1 527 807

Email: zomba@annieslodge.com

URL: <http://www.annieslodge.com/index.php/our-lodges/zomba-lodge>

Alternative accommodation can be found at:

**Mango lodge**

URL:<https://www.airbnb.com/rooms/7859584>

**Peters lodge**

URL at Booking.com:<http://www.booking.com/Share-ft7n2K>

* **The Meeting Registration Fees:** Free for all participants. However, accommodation, meals and travel arrangements are purely an individual affair.

**Registration deadline for fund support: 23:59, Friday, 8 June 2018 (Japan Time).**

**Registration deadline for participants NOT applying for fund support: 23:59, Friday, 6 July 2018 (Central Africa Time).**

\*Please make sure that all the information provided is correct before submitting this form to the secretariat.

**PLEASE SUBMIT THIS FORM TO: RCE Zomba (****rcezomba@cc.ac.mw****) and the Global RCE Service Centre (****rceconference@unu.edu****).**

THANK YOU FOR YOUR REGISTRATION.