**Europe Regional RCE Meeting**

**Heraklion, Greece, 13 - 14 September 2019**

**Registration Form**

Please complete this form and send it to RCE Crete (mkaterina@gmail.com) and Global RCE Service Centre (rceconference@unu.edu)

**Important Information**

1. **Travel**: It is the responsibility of the participant to book and pay for all travel and accommodation for the meeting. If you need financial support to join the meeting, please submit ‘Form A’ and ‘RCE Project’ along this form. Financial support request deadline: 23:59, Friday, 31 May 2019 (JST)
2. **Visa**: It is the responsibility of each participant to apply for a visa if required. Please contact the Greek Consulate/Embassy in your country of residence. If you need a support for a visa, please fill out Section 2 and send a scanned copy of your passport photo page to RCE Crete (mkaterina@gmail.com) and the Global RCE Service Centre (rceconference@unu.edu).

Note that visa application support will be given to members of acknowledged RCEs ONLY.

1. **Registration fee**: Free for all participants, however accommodation, meals and travel arrangements are to be covered individually.
2. **Venue**: Capsis Astoria Heraklion

 Plateia Eleutherias 11, Herakleion Crete 71201

 <https://www.capsishotels.gr/en/heraklion-en>

1. **Accommodation:** We recommend you consider one of the listed hotels below which are near the venue. Rooms at the hotels are limited and may only be reserved on a first-come-first-served basis. There are various other options with less cost, but booking earlier will cost less as September is a high season month. If you need any assistance to book your hotel, please contact RCE Crete (mkaterina@gmail.com).

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| --- | --- | --- |
| Hotel Name | Distance to the Meeting Venue | Room Rate |
| Capsis Astoria Heraklion <https://www.capsishotels.gr/en/heraklion-en><https://www.booking.com/hotel/gr/capsis-astoria.html> | Same | 90-100 Euro BB & HB |
| Lato Boutique Hotel<https://www.lato.gr/>  | 300m | 90-100 Euro BB & HB |

1. **Transportation from Heraklion Airport to the meeting venue**:
It takes approximately 10 minutes from Heraklion Airport to the meeting venue by taxi or bus. The estimate fares are as follows;

Taxi: EUR10-12
Local bus: EUR1.30

1. **Visit to Minoan archaeological site and museum (optional):** RCE Crete plans to organize an optional site visit during the meeting. The entrance fees and other necessary expenses are covered by each participant. More details will be announced in due course.

**Deadlines**

* **23:59, Friday, 31 May 2019 (JST):**
* Registration for participants applying for fund support (please submit the Registration form, Form A: Request for financial Support, and upload RCE Project to the RCE Portal)
* Case Study Presentations (please upload your RCE Project to the RCE Portal)
* **23:59, Tuesday, 13 August 2019 (EET)**:
* Registration for NOT applying for funding support (please submit the Registration form)

**Section 1: Personal Details and Questions**

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| --- | --- | --- | --- |
| 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. Port of Departure  |  |
| 14. Do you have any specific dietary requirements?  | [ ]  Yes [ ]  No If yes, please specify: |
| 15. 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: |
| 16. Are you interested in making a presentation during the meeting? | [ ]  Yes If yes, please see Section 3. [ ]  No |
| 17. Check-in date in Heraklion  |  /September/2019 | 18. Check-out date in Heraklion |  /September/2019 |

**Section 2:** **Visa Support request**

If you need a visa to enter Greece, please fill out below questions and send a scanned copy of your **passport photo page** to RCE Crete (mkaterina@gmail.com) and the Global RCE Service Centre (rceconference@unu.edu).

|  |  |
| --- | --- |
| 1. Date of issue of passport (Day/Month/Year)
 |  |
| 1. Location of Embassy (High Commission, or Consulate General) of Greece where you will apply for your visa

(ex. Embassy of the Philippines, Tokyo, Japan; Consulate General of the Philippines, Chicago, USA etc.)  |  |
| 1. Name of organisation that will cover your travel expenses
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| 1. Address in Crete (address of the hotel where you plan to stay)
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**Section 3:** **Case Study Presentations**

Case study presentations will take place during the meeting and each speaker will be allotted - 15 minutes for presentation followed by 5 minutes Q & A (if time permits). Speakers will be asked to prepare a PowerPoint presentation, once the RCE project is accepted. Papers can be published in proceedings together with the CCSAFS Conference (Further information will be provided).

**Deadline**

* RCE Project for Case Study Presentation should be submitted by 23:59, Friday, 31 May 2019 (JST).

Please provide the title of your RCE Project. Please ensure this title matches the name of the RCE Project that you upload to the RCE Portal.

|  |  |
| --- | --- |
| Title of RCE Project  |  |

Please submit an RCE Project under the theme of

**‘Climate Change, Sustainable Agriculture, and Food Security‘**

through the [RCE Portal](http://www.rcenetwork.org/portal/node/add/rce-projects-2018)\*. We request you to keep your responses as concise as possible. Please note your RCE Project will be published on the RCE Portal once you submit it.

If you experience any technical difficulties submitting your RCE Project through the RCE Portal, please download and submit Form B: RCE Project Summary Sheet.

\*Instructions on how to submit a project can be found on the [RCE Portal: Create RCE Project](http://www.rcenetwork.org/portal/create-project)  page on the RCE Portal.
Please make sure you have your login details ready (username and logins can be found [here](http://www.rcenetwork.org/portal/sites/default/files/rcelist_usernames_Website%2CP20as%2CP20of%2CP20Sep%2CP202018%2CP20updated.pdf.pagespeed.ce.eUBUaIQd8w.pdf)). A [video tutorial](https://youtu.be/rL9rp0OBJX8) is available to guide you through the process.

**Criteria**:

* Address how your project is contributing to the implementation of SDGs through education.
* Demonstrate engagement of multiple stakeholders, including participation and support of local communities
* Demonstrate contribution to theme
* Analyse impacts in terms of how projects have brought positive changes to the communities (if applicable)
* Discuss ways of further scaling up, mainstreaming and deepening ideas and actions of the project (ways forward)
* Report on an ongoing or future project
* Scaling up of ESD and sustainable development activities in the region with reference to UNESCO’s Global Action Programme and the SDGs.

THANK YOU FOR YOUR REGISTRATION.