**The 9thAfrican RCE Meeting**

**Kwaluseni, Eswatini, 5 - 7August 2019**

**Registration Form**

Please complete this form and send it to RCE Eswatini (rceeswatini@sea.org.sz) 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, Sunday, 5 May 2019 (JST)
2. **Visa**: It is the responsibility of each participant to apply for a visa if required. Please contact the Consulate/Embassy of the Kingdom of Eswatini 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 Eswatini (rceeswatini@sea.org.sz) and the Global RCE Service Centre (rceconference@unu.edu).
3. **Registration fee**: Free for all participants, however accommodation, some meals and travel arrangements are to be covered individually.
4. **Venue**: University of Eswatini

Address: Private Bag 4, Kwaluseni, Eswatini
Tel: (+268) 2517-0000 Fax: (+268) 2518-5276

1. **Accommodation (recommended):** 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. Please contact the hotel directly for reservation and inquiry. Transportation to/from University of Eswatini will be arranged by RCE Eswatini throughout the meeting ONLY FOR the registered participants who stay in the hotels listed below. Please inform RCE Eswatini (rceeswatini@sea.org.sz) of which hotel you plan to stay in by Wednesday, 31 July. If you have your own transportation and wish to seek another accommodation option, please contact RCE Eswatini so that they will provide you with a list of other available hotels.

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| --- | --- | --- |
| Hotel Name | Distance to the meeting venue | Hotel Contact |
| Esibayeni Lodge | 5km | Website: <http://www.esibayenilodge.com/>Email: reservations@esibayenilodge.comTel: +268 251 848 48 |
| Lugogo, Sun International | 20km | Website: <https://www.suninternational.com/royal-swazi-spa/>Email: lugogo.sun@suninternational.comTel: +268 2416 5000 |

1. **Transportation in Eswatini**:

RCE Eswatini will arrange transportation for the meeting participants on the following dates. Please send your flight itinerary to RCE Eswatini (rceeswatini@sea.org.sz) by Wednesday, 31 July 2019.

|  |  |
| --- | --- |
| Date | Arrangement |
| 4 Aug | From King Mswati III International Airport to Esibayeni Lodge or Lugogo Sun International |
| 5 - 7 Aug | From/to Esibayeni Lodge or Lugogo Sun International to/from University of Eswatini |
| 8 Aug | From Esibayeni Lodge or Lugogo Sun International to King Mswati III International Airport |

1. **Meals**: RCE Eswatini provides the following meals:

- For all registered participants, lunch, coffee/tea breaks during the meeting days (5 – 7August 2019).

- For all registered participants, Welcome Dinner (5 August) and Farewell Dinner (7 August).

- For international participants, dinner on 6 August.

**Deadlines**

* **23:59, Sunday, 5 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, Friday, 28 June 2019 (JST)**:
* Registration for NOT applying for funding support (please submit this Registration Form)
* **23:59, Wednesday, 31July 2019 (SAST) –For international participants**:
* Submit flight itinerary and accommodation name to RCE Eswatini (rceeswatini@sea.org.sz)

**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. Do you wish to make a poster presentation during the meeting? | [ ]  Yes If yes, please see the Poster Creation Guidelines on the [RCE Portal](http://www.rcenetwork.org/portal/9th-african-regional-meeting#Poster%20Creation%20Guidelines).[ ]  No  |
| 18. Will you attend the Welcome Dinner on 5 August?  | [ ]  Yes [ ]  No  |
| 19. Will you attend the Farewell Dinner on 7 August?  | [ ]  Yes [ ]  No  |
| 20. Will you attend the excursion arranged by RCE Eswatini, on 7 August?  | [ ]  Yes [ ]  No  |
| 21. Check-in date in Kwaluseni |  /August/2019 | 22. Check-out date in Kwaluseni |  /August/2019 |

**Section 2: Visa Support request**

If you need a visa to enter the Kingdom of Eswatini, please fill out below questions and send a scanned copy of your **passport photo page** to RCE Eswatini (rceeswatini@sea.org.sz) and the Global RCE Service Centre (rceconference@unu.edu).

|  |  |
| --- | --- |
| 1. Date of issue of passport (Day/Month/Year)
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| 1. Location of Embassy (High Commission, or Consulate General) of the Kingdom of Eswatini 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
 |  |
| 1. Address in Eswatini(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.

**Deadline**

* RCE Project for Case Study Presentation should be submitted by 23:59, Sunday, 5 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

**‘Accelerating progress towards the achievement of sustainable development goals in Africa‘**

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.