**The 12th Asia-Pacific RCE Meeting**

**Hangzhou, China, 4 - 6 June 2019**

**Registration Form**

Please complete this form and send it to RCE Hangzhou (apmtg@rcehangzhou.cn ) 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, 22 March 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 People's Republic of China 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 Hangzhou (apmtg@rcehangzhou.cn ) and the Global RCE Service Centre (rceconference@unu.edu). Visa application support will be given to members of acknowledged RCEs ONLY.
3. **Registration fee**: Free for all participants, however accommodation, some meals and travel arrangements are to be covered individually.
4. **Venue**: Hangzhou Low-carbon Science & Technology Museum (Address: No. 1888 Jianghan Road, Binjiang District, Hangzhou, China)
5. **Accommodation:** We recommend you consider one of the listed hotels below which are near the venue and have special offers available to meeting attendees. Rooms at the hotels are limited and may only be reserved on a first-come-first-served basis. If you wish to make a reservation at one of the three hotels, please contact RCE Hangzhou (apmtg@rcehangzhou.cn) by **23:59, Friday, 3 May 2019 (JST)** which, depending on availability, will help you secure accommodation. You will then be requested to complete your own booking directly with the hotel. In your email, please make sure to write your title and full name, your RCE name, the date and time of check in and check out and number of occupants/room required, and send the email together with a copy of your passport to RCE Hangzhou.

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| HOTEL NAME | DISTANCE TO THE CONFERENCE VENUE | RCE SPECIAL PRICE |
| Sheraton Grand Hangzhou Binjiang Hotel | 800 meters | USD 145 |
| Zhuosheng Lijing Hotel(Zhuosheng Hotel Binjiang, Zhuosheng Regency Hotel) | 50 meters | USD 55 |
| Jinglan Yuntai Impression Hotel | 500 meters | USD 75 |

1. **Transportation**: Participants are responsible for transport arrangements to and from the port of departure and arrival. No airport transfer will be provided.

Taxi: Travel to the venue costs approx. USD13 and it takes 30 minutes.
Airport Shuttle: Airport shuttle is available (approx. USD3). Please take the shuttle goes to Binjiang Route and stop at Jiangling Road. The venue is 2km away from the stop.

High-speed Train (Hangzhou East Train): Travel to Jiangling Road station by subway 1 (red line) is approx. USD1. The venue is 2km away from the station.

1. **Meals**: RCE Hangzhou provides the following meals:
- For all registered participants, lunch and coffee/tea breaks during the meeting days (4 – 6 June 2019).
- For all registered participants, Welcome dinner (4 June) and farewell dinner (5 June).

**Deadlines**

* **23:59, Friday, 22 March 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, 3 May 2019 (JST)**:
* Registration for NOT applying for funding support (please submit the Registration form)
* Hotel booking via RCE Hangzhou (please see Accommodation section above)
* **23:59, Sunday, 19 May 2019 (JST)**:
* Action Plans

**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. Please select which breakout group discussion for A-P RCE Action Plans you will join on 4 June. 1. Higher Education
2. School & Youth
3. Community
 | [ ]  1 Higher Education [ ]  2 School & Youth[ ]  3 Community  |
| 17. Are you interested in making a presentation at the symposium on 5 June? | [ ]  Yes If yes, please see Section 3. [ ]  No |
| 18. Please select which parallel sessions you will attend on 5 June? | [ ]  1 World Environment Day Global Host City Event [ ]  2 Youth Focus Session  |
| 19. Will you attend the welcome dinner on 4 June?  | [ ]  Yes [ ]  No  |
| 20. Will you attend the Farewell dinner on 5 June?  | [ ]  Yes [ ]  No  |
| 21. Will you attend the field trip arranged by RCE Hangzhou, on 6 June?  | [ ]  Yes [ ]  No  |
| 22. Will you be requesting accommodation booked through RCE Hangzhou ?\*Please see “Accommodation” information above and contact RCE Hangzhou in accordance with the instruction. | [ ]  Yes [ ]  No  |
| 23. Check-in date in Hangzhou |  /June/2019 | 24. Check-out date in Hangzhou |  /June/2019 |

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

If you need a visa to enter the People’s Republic of China, please fill out below questions and send a scanned copy of your **passport photo page** to RCE Hangzhou (apmtg@rcehangzhou.cn ) and the Global RCE Service Centre (rceconference@unu.edu).

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| 1. Date of issue of passport (Day/Month/Year)
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| 1. Location of Embassy (High Commission, or Consulate General) of People’s Republic of China 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 Hangzhou (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 symposium, Wednesday, 5 June (Day 2), 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, Friday, 22 March 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.

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| Title of RCE Project  |  |

Please submit an RCE Project under the theme of

**‘Enabling a Low-carbon Society through Education for Sustainable Development‘**

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. This information will also be the basis for evaluating the suitability of your project for presentation at the Symposium. 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)
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.