**The 8th Americas Regional RCE Meeting**

**Burlington,USA, 23 - 25 September 2019**

**Registration Form**

Please complete this form and send it to RCE Greater Burlington (cwellings@shelburnefarms.org) and the 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 an ‘RCE Project’ reporting template along this form. Financial support request deadline: 23:59, Friday, 24 May 2019 (JST)
2. **Visa**: It is the responsibility of each participant to apply for a visa if required. Please contact the U.S. Consulate/Embassy in your country of residence. If you need support for a visa, please fill out Section 2 and send a scanned copy of your passport photo page to 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, some meals and travel arrangements are to be covered individually.
2. **Venues**:
Day 1: Rock Point Centre (former Bishop Booth Conference Centre)
Address: 5 Rock Point Road, Burlington, Vermont 05408, USA

Website: <https://www.rockpointvt.org/rpc>

Day 2-3: Shelburne Farms
Address: 1611 Harbor Road, Shelburne, Vermont 05482, USA

TEL: +1 802-985-8686 (main)

Website: <https://shelburnefarms.org/>

1. **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 complete this [form](https://www.surveymonkey.com/r/RCE92019) by **23:59, Friday, 23 August 2019 (EDT)**. RCE Greater Burlington will then be in touch with more information on booking your stay.

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| HOTEL NAME | DISTANCE TO THE MEETING VENUE | RCE meeting attendees special ROOM RATE |
| [Shelburne Farms Historic Inn](https://shelburnefarms.org/staydine) | On-site | USD75-199 per person plus tax, depending on the type of room |
| [Shelburne Farms Cottages](https://shelburnefarms.org/staydine/houses) | On-site | USD45-100 per person, plus tax, depending on the type of room |
| [Hotel Vermont](https://hotelvt.com/)*\*SOLD OUT\** | 7 miles from Shelburne – close to Day One Activities \*\*Transportation between the hotel and the venues will be provided  | From USD199 per person plus tax, depending on the type of room |
| [Hilton Burlington Lake Champlain](https://www3.hilton.com/en/hotels/vermont/hilton-burlington-lake-champlain-BTTVTHF/index.html) | 7 miles from Shelburne – close to Day One Activities \*\*Transportation between the hotel and the venues will be provided | From USD 199 per person plus tax, depending on the type of room |

1. **Ground Transportation**: Airport pick-up and drop-off services will be provided by RCE Greater Burlington if you fly to/from Burlington International Airport and stay at one of the above mentioned hotels. Please make sure to complete this [form](https://www.surveymonkey.com/r/RCE92019) by **23:59, Friday, 23 August 2019 (EDT).**
2. **Meals**: RCE Greater Burlington will provide the following meals:
- For all registered participants, light breakfasts, lunch and coffee/tea breaks during the meeting days (23 – 25 September, 2019).
- For all registered participants, Welcome Dinner (23 September) and Farewell Dinner (24 September).

**Deadlines**

* **23:59, Friday, 24 May 2019 (JST):**
* Registration for participants applying for fund support (please submit the Registration form, Form A: Request for Financial Support, and upload an RCE Project to the RCE Portal)
* Case Study Presentations (please upload your RCE Project to the RCE Portal)
* **23:59, Friday, 23 August 2019 (EDT)**:
* Registration for participants NOT applying for funding support (please submit the Registration form)
* Hotel booking via RCE Greater Burlington (please see Accommodation section above)
* Ground transportation request (please see Ground Transportation section above)

**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 to travel of any 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. Will you attend the networking dinner at Shelburne Farms on 22nd September?\* \*Participation fee: approx. US$25 per person. Please note that the networking dinner is optional; for those applying for fund support, you may not be able to attend the dinner due to your flight itinerary arranged by UNU-IAS.  | [ ]  Yes [ ]  No  |
| 18. Will you attend the welcome dinner on 23rd September?  | [ ]  Yes [ ]  No  |
| 19. Will you attend the farewell dinner on 24th September?  | [ ]  Yes [ ]  No  |
| 20. Will you be requesting accommodation booked through RCE Greater Burlington?\*Please see “Accommodation” information above and contact RCE Greater Burlington in accordance with the instructions. | [ ]  Yes [ ]  No  |
| 21. RCE Greater Burlington plans an optional learning journey (PM, 25th September) in the Greater Burlington area for those who are interested in joining a tour. Would you like to join it?  | [ ]  Yes [ ]  No  |
| 22. Check-in date in Burlington  |  /September/2019 | 23. Check-out date in Burlington |  /September/2019 |

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

If you need a visa to enter the U.S., please fill out below questions and send a scanned copy of your **passport photo page** to 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 United States of America 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 Burlington (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, Friday, 24 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.

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

Please submit an RCE Project under the theme of

**‘Human Health and the Environment‘**

through the [RCE Portal](http://www.rcenetwork.org/portal/node/add/rce-projects-2018)\*. It is encouraged to connect presentations to this year’s meeting theme. The theme will also be highlighting the intersection of the following SDGs:

SDG 3: Good Health and Well-being
SDG 4: Quality Education
SDG 6: Clean Water and Sanitation
SDG 11: Sustainable Cities and Communities

It is also encouraged to connect presentations to the Priority Action Areas of the Global Action Programme (GAP) on ESD.

Please refer to UNESCO’s website for details on the GAP: (<http://en.unesco.org/gap/priority-action-areas>)

Please refer to the UN’s website for details on the SDGs: ([http://www.un.org/sustainabledevelopment/sustainable-development-goals/#](http://www.un.org/sustainabledevelopment/sustainable-development-goals/))

This information will also be the basis for evaluating the suitability of your project for presentation at the meeting. 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 one or several sustainability challenges in the region
* Contribute to formal and/or non-formal learning and educational processes for sustainable development
* Demonstrate engagement of multiple stakeholders, including participation and support of local communities, within a defined coordination structure
* Analyze 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) through presentation of individual RCE Action Plan linking to Priority Action areas of GAP and/or SDGs and/or Action for Climate Empowerment (ACE) if present in RCE’s nation
* Report on an ongoing or future projects/activities
* The overall theme of this meeting is “Human Health and the Environment” If your RCE is working on ESD projects related to this topic, please include the description in your project report.

THANK YOU FOR YOUR REGISTRATION.