**European RCE Meeting 2017**

A

**8- 9 September 2017, Dortmund, Germany**

**Registration Form**

Please complete this form and send it to RCE OM ([detlev.lindaubank@me.com](mailto:detlev.lindaubank@me.com)) and Global RCE Service Centre ([rceconference@unu.edu](mailto:rceconference@unu.edu)).

CHECK LIST: Which documents do you need to submit? Please tick where applicable.

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| --- | --- | --- | --- |
| 1. | Do you need financial support to join the conference?[[1]](#footnote-1) | Yes  No | If yes, please submit “Form B” along this form. (Deadline: **13:00 pm on Sunday, 6 August 2017 (Japan Time)**) |
| 2. | Do you need visa to enter Germany? | Yes  No | If yes, please submit “Form D: Visa Support Request Form” along with your passport copy |

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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 |  | | | | | |
| 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? | | | | Yes  No | | |
| 17. Do you plan to participate in Fair Friends held in Dortmund, Germany from 7 – 10, September, 2017?  For more information, please visit the website: <http://www.fair-friends.de/en/home.html> | | | | Yes  No | | |
| 18. Check-in date in Dortmund | | /September /2017 | | 19. Check-out date in Dortmund | | /September/2017 |
| 20. RCE Oldenburger Munsterland and RCE Ruhr are organizing a group dinner on September 7th and 8th to enjoy some time with our RCE colleagues. Kindly note that these group dinner programs are optional and the expenses need to be covered by participants. The costs are 7,- € each.  Do you plan to attend the group dinner on 7th and 8th September 2017? | | | | Yes  No (7th September)  Yes  No (8th September) | | |

**[Important Information]**

* **Venue**: Messe Westfalenhallen Dortmund GmbH (Strobelallee 45, 44139 Dortmund, Germany)
* **Accommodation in Dortmund**: There are many options for your accommodation in Dortmund, Germany. You might find following information useful.  
  Guidebook for hotels in Dortmund: <http://www.dortmund-tourismus.de/fileadmin/user_upload/Service_Kontakt/Broschueren_PDFs/Hotelverzeichnis_Dortmund_2016.pdf>  
  Useful link for your accommodation booking: <https://www.dortmund-tourismus.de/suchen-buchen/unterkuenfte/hotelbuchung.html>  
  Mr. Peter Reichenbach from RCE Ruhr will kindly offer you assistance regarding further accommodation information. If you need his assistance, please contact him at [peter.reichenbach@rce-ruhr.org](mailto:peter.reichenbach@rce-ruhr.org).  
  Please note that Global RCE Service Centre will notify successful applicants of accommodation information accordingly.
* **European RCE meeting Registration Fees:** Free for all participants.

**Registration deadline for participants: 15 August 2017**. Kindly note that the deadline for applying for financial support and submitting a case abstract or other contributions is **13:00 pm on Sunday, 6 August 2017 (Japan Time)**.

THANK YOU FOR YOUR REGISTRATION.

1. You are requested to cover accommodation fee for the nights of Fair Friends, if you wish to attend the Fair Friends. However, we will arrange flights to be able to participate in the Fair Friends, if you are selected as a successful participant for the financial support . For those who are planning to attend the event, please tick YES for question No.17 and indicate your check-in/check-out date in Dortmund in question No.18,19. [↑](#footnote-ref-1)