**The 6th African RCE Conference**

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**Nairobi, Kenya, 24th – 26th August 2016**

**Form A: Registration Form**

Please complete this form and send it torceservicecentre@unu.edu and edeche@nema.go.ke, mmamo@nema.go.ke.

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

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| --- | --- | --- | --- |
| A. | Do you need financial support to join the conference? |  [ ]  Yes [ ]  No | If yes, please submit “Form D1” or “Form D2 (for youth under 35 years old)” along this form.  |
| B. | Do you wish to make case presentation? | [ ]  Yes [ ]  No | If yes, please submit “Form B: Case Presentation Application Form” along with this form. |
| C. | Do you need visa to enter Kenya? | [ ]  Yes [ ]  No | If yes, please submit “Form C: Visa Support Request Form” along with this form |

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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. Telephone (please include national and local code) |  |
| 12. Fax (please include national and local code) |  |
| 13. Do you have any specific dietary requirements?  | [ ]  Yes [ ]  No If yes, please specify: |
| 14. Check-in date in Nairobi |  /Aug /2016 | 15. Check-out date in Nairobi |  / Aug /2016 |

**[Important Information]**

* **Venue**: The 6thAfrica RCE Conference will be held in **Kenyatta University Conference Centre (KUCC)**. The venue is approximately 27 kilo meters from Nairobi Central Business District, and 30-minutes drive from Jomo Kenyatta International Airport. Transport from the Airport to the venue; by a taxi is about USD40.
* **Accommodation in Nairobi**: Room reservation should be made through Conference Secretariat. Accommodation fee with breakfast and lunch: USD 92 per person/ night. Reservation can be made for single rooms only.

**Kenyatta University Conference Centre**

Address: Kenyatta University, Main Campus-Thika Superhighway

P.O. Box 43844-00100 Nairobi , Kenya; Tel: +25420870

General Enquiry: Email: info@ku.ac.ke

* **Cancellation Policy:** Cancellation fees are as follows:

All bookings should be confirmed at least two days before date of arrival with a 75% down payment or LSO/LPO (from approved clients). Full amount before departure, except where arrangement has been made to extend credit facilities.

* **Registration Fees:** Free for all participants. However, accommodation, meals and travel arrangements are purely and individual affair.

**Registration deadline for fund support: Midnight, 15 July 2016**, Friday (East African Time).

\*Please make sure that all the information provided is correct before submitting this form to the secretariat. Incomplete or delayed application to the fund support may not be considered for selection.

**Registration deadline for participants NOT applying for fund support: Midnight, 31 July 2016**, Sunday (East African Time).

**PLEASE SUBMIT THIS FORM TO: (****rceservicecentre@unu.edu****). and (**edeche@nema.go.ke, mmamo@nema.go.ke**)**

THANK YOU FOR YOUR REGISTRATION.