**First RCE Thematic Conference: Towards Achieving the SDGs**

A

**Okayama, Japan**

**5-7 December 2017**

**Form A: Case Abstract and Financial Request**

Please complete this form and send it to **Global RCE Service Centre** (rceconference@unu.edu).
**Deadline: 11:59pm 15 October 2017 <JST>**

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

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| --- | --- | --- | --- |
| 1. | Have you completed the Registration Form? |  [ ]  Yes [ ]  No | If no, please visit the link <<https://goo.gl/U2h2w6>> and complete your registration. (**Deadline: 11:59pm, 12 November 2017 <JST>**) The registration form can be download from [the RCE portal](https://www.rcenetwork.org/portal/rce-thematic).  |
| 2. | Do you wish to make a case presentation?  |  [ ]  Yes [ ]  No | If yes, please complete “Section 1”. (**Deadline: 11:59pm, 15 October 2017 <JST>**) |
| 3. | Do you need financial support to join the conference? |  [ ]  Yes [ ]  No | If yes, please complete “Section 2”. (**Deadline: 11:59pm, 15 October 2017 <JST>**). |

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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. Date of Birth (DD/MM/YYYY) |  |
| 8. Name of Affiliation |  |
| 9. Name of RCE |  |
| 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  |  |

**SECTION 1: Case Presentation**This section should be filled out only by those wishing to make case presentation

Kindly note that case presentations will take place during Parallel Sessions I and II, 5th of December, and each selected speaker will be allotted 20 minutes during the sessions - 15 minutes for presentation followed by 5 minutes of Q & A.
Speakers will be asked to prepare a PowerPoint presentation, once the abstract is accepted. The presentations will be used to prepare certain proceedings of the conference. This can be in form of a working paper, a policy brief, or a curriculum toolkit. This will be prepared in consultation with the coordinating UNU-IAS researcher. The case presentation/proceedings guideline will be shared in due course.

Topics and criteria for case presentations are as follows.

Topics: Please select your topic (please select only one topic).

[ ]  Biodiversity, Ecosystems and Associated Traditional Knowledge

[ ]  Climate Change: Education Strategies for Climate Change Mitigation or Adaptation

[ ]  Sustainable Consumption and Production: Sustainable Food Systems

Criteria:

All case presentations should:

* Report on an ongoing project or a project that will be launched in the near future
* All projects should address one or several sustainability challenges in the region linked to one of the before mentioned themes
* Demonstrate engagement of multiple stakeholders, including participation and support of local communities
* 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)
* Examine scaling up of ESD and sustainable development activities in the region with reference to UNESCO’s Global Action Programme and/or the Sustainable Development Goals (SDGs) or any other relevant multilateral policy
* Create an output (such as a working paper, policy brief, or curriculum toolkit) in consultation with the coordinating UNU-IAS researcher(s)

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| Name of RCE: |
| Name of Presenter: |
| Title of your case presentation: |
| Abstract (Maximum length in total: 500 words)*Abstracts should include impact(s) of practices described, identification of key learning components used to implement practices, and which policies (local, national, international) are or could be used to upscale implementation.* |
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**SECTION 2: Financial Support Request**This section should only be filled out by those applying for travel fund support

Participants are encouraged to explore and obtain funding from other sources than UNU-IAS where possible to help those without accesses to funding sources participate in this conference. When you are applying for financial support from UNU-IAS, please read the selection criteria and the terms and conditions carefully. **Incomplete and/or delayed application will not be considered for selection.**

CHECK LIST:

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| 1. | Have you ever been granted travel support by UNU-IAS for previous conferences/ meetings? |  [ ]  Yes [ ]  No |

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| **QUESTIONS FOR RCE REPRESENTATIVES** |
| **(1) What experiences have you had in engaging with working in education and/or research activities with your chosen theme?** |
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| **(2) How can you contribute to the conference? Please specify any role or responsibility that you can take at the conference as well as during the preparatory discussion. (300 words)**  |
|  |
| **(3) Describe any fundraising efforts you have made in order to participate in the conference. (200 words)**  |
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| **(4) What are the plans of your RCE in terms of implementing ESD in your region? How will your participation in the conference benefit this planning process? (300 words)** |
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**Selection Criteria**

Please note that UNU-IAS will provide financial support for selected RCE representatives. A selection will be made based on the following criteria:

1. The participant is a member of acknowledged RCE and nominated by the RCE coordinator in consultation with their key stakeholders;
2. The participant is an active member of the RCE community, including engaging with local RCE projects and/or participating in regional RCE conferences
3. A regional balance and previous grants of funding will be considered;
4. The participant can make a substantial contribution to the conference by taking active roles such as a facilitator, a presenter, or a rapporteur during the conference as well as contributing to discussions within the thematic working groups before and after the conference; and
5. The participant must follow the Terms & Conditions for UNU-IAS Funded Participants provided below.

**Terms & Conditions of UNU-IAS’s financial support**

1. A UNU-IAS funded participant is required to take an active role during the conference as well as in the preparatory discussions.
2. It is the participant’s responsibility to obtain an appropriate visa to Japan. Please note that UNU-IAS is authorized to cancel your participation if your visa is not issued **two weeks before your departure date**. Please inform us of your visa status as soon as your visa is issued.
3. A UNU-IAS funded participant must participate in the entire conference. A flight arrangement made by UNU-IAS cannot be changed due to personal preferences of the participant. In case the participant cannot travel with the proposed schedule, UNU-IAS may cancel the funding support for the participant.
4. UNU-IAS will **NOT** be responsible for any personal expenses of participants or charges incurred by cancellation. Expenses or charges caused by the cancellation should be covered by the participant
5. Overseas travel insurance shall be arranged and purchased by participants. UNU-IAS will **NOT** take any responsibilities for accidents or emergency matters that might occur during the conference.
6. UNU-IAS will reimburse the expenses only after all the required documents are submitted by the participant after the conference via bank transfer. The necessary documents are:
7. Original boarding pass stubs;
8. Original Voucher for Reimbursement of Expenses (F-10 Form) with signature;
9. Original receipts for visa processing fee; and
10. Vendor Form (bank information).

**I hereby acknowledge that I have read and agreed to the above-mentioned terms and conditions.**

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| **Name of the participant** |  |
| **Name of RCE** |  |
| **Signature** (Typed signature will not be accepted) |  **Date: / /**  |

 **[To be filled by RCE coordinator]**
I hereby recommend and nominate the above-mentioned member of our RCE as an appropriate candidate to receive UNU-IAS funding support for the participation to the RCE Thematic Conference in Okayama, Japan.

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| **Name of the RCE Coordinator** |  |
| **E-mail address of the RCE Coordinator** |  |
| **Name of RCE** |  |
| **Signature**(Typed signature will not be accepted) |  **Date: / /** |

**\* Please be kindly advised to submit the Form A to the Global RCE Service Centre (**rceconference@unu.edu**).**

THANK YOU FOR YOUR REGISTRATION.