**First RCE Thematic Conference: Towards Achieving the SDGs
Okayama, Japan**

**5-7 December 2017**

**Registration Form**

Please complete this form and send it to RCE Okayama (kokusai@adm.okayama-u.ac.jp) and Global RCE Service Centre (rceconference@unu.edu). **Deadline: 11:59pm 12 November 2017 <JST>**

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

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| --- | --- | --- | --- |
| 1. | Do you wish to make a case presentation? |  [ ]  Yes [ ]  No | If yes, please complete “Form A Section 1”. (**Deadline: 11:59pm, 15 October 2017 <JST>**) |
| 2. | Do you need financial support to join the conference? | [ ]  Yes [ ]  No | If yes, please complete “Form A Section 2”. (**Deadline: 11:59pm, 15 October 2017 <JST>**) |
| 3. | Do you need visa to enter Japan? | [ ]  Yes [ ]  No | If yes, please submit “Form B: Visa Support Request Form” along a copy of your passport. |

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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. Postal Address |  |
| 11. E-mail |  |
| 12. Passport Number and the Expiry Date | No: Expiry Date (day/month/year): |
| 13. Telephone (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 in the conference 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: |
| 17. Please select the theme of your interest Thematic Sessions  | [ ]  Biodiversity [ ]  Climate Change [ ]  Sustainable Consumption and Production (Food Systems) |
| 18. Are you going to attend the field trip arranged by RCE Okayama on 7th December 2017? | [ ]  Yes[ ]  No |
| 19. Do you wish to make a poster presentations? \*Space for poster presentation will be provided at the exhibition zone. Please contact RCE Okayama if you need information about poster presentations (size, format, deadline etc.). | [ ]  Yes [ ]  No |
| 20. Check-in date in Okayama |  /December/2017 | 21. Check-out date in Okayama |  /December/2017 |

**[Important Information]**

**Venue**: Okayama Convention Center (14-1, Ekimotomachi, Kitaku, Okayama 700-0024, Japan, TEL +81-86-214-1000　FAX +81-86-214-3600) For more information, please visit <http://www.mamakari.net/en/>

**Accommodation in Okayama (Recommended)**Room reservation at recommended hotels can be made through <https://amarys-jtb.jp/grce2017/>

Please be noted that room reservation through the website is available only for nights from 3 December to 7 December. You can make your reservation through the website from 28 September (JST). Reservation will be taken on a first-come, first-served basis, and the website will be closed when rooms are fully booked.

[**Mitsui Garden Hotel Okayama**](https://www.gardenhotels.co.jp/eng/)

1-7 Ekimotomachi Kita-ku, Okayama 700-0024, Japan.

Phone:+8186-235-1131

[**Hotel VIA INN Okayama**](https://www.viainn.com/en/okayama/)

1-25 Ekimotomachi, Kita-ku, Okayama 700-0024, Japan
Phone:+81-86-251-5489

As those who are selected as a UNU-IAS funded participant, UNU-IAS will make a room booking via RCE Okayama on behalf of you.

**Registration Fees:** Free for all participants.

**\* Registration deadline for participants: 11:59pm 12 November 2017 <JST>.** Kindly note that the deadline for applying for financial support and submitting a case abstract is **11:59pm, 15 October 2017 <JST> .**

**\*\* Please be kindly submit the Registration Form to RCE Okayama (**kokusai@adm.okayama-u.ac.jp**) and the Global RCE Service Centre (**rceconference@unu.edu**).**

THANK YOU FOR YOUR REGISTRATION.