Asia-Pacific Regional Conference on Gender and Disaster Risk Reduction

Hanoi, 16-18 May, 2016

REGISTRATION FORM

Please return the completed form to Ms. Chu Do Quyen (chu.quyen@unwomen.org) and Ms. Katia Timmermans (gdrr.hanoi2016@unwomen.org) by 4 April for international participants requiring visa support and 30 April2016 for local participants.

1. **PARTICIPANT INFORMATION**

|  |  |
| --- | --- |
| Full name  | (Mr. / Ms.) Click here to enter text. |
| Organization  | Click here to enter text. |
| Position  | Click here to enter text. |
| Organization’s address | Click here to enter text. |
| Contact details | Present address: Click here to enter text. |
|  | Telephone (office): Click here to enter text. |
|  | Telephone (mobile): Click here to enter text. |
|  | Email: Click here to enter text. |
|  |  |
| Passport Details | Passport Number: Click here to enter text. |
|  | Passport Type: Click here to enter text. |
|  | Nationality: Click here to enter text. |
|  | DOB (dd/mm/yyyy): Click here to enter text. |
|  | Issue date: Click here to enter text. |
|  | Expiry date: Click here to enter text. |
|  |  |
| Any special requirements? | [ ]  Dietary: Click here to enter text. |
| (please mention) | [ ]  Medical: Click here to enter text. |
|  | [ ]  Other: Click here to enter text. |

1. **FLIGHT RESERVATION, VISA and ACCOMMODATION**

Please note that international and national participants who are financially supported by UN Women will be provided with support to cover visa costs, flights and daily subsistence allowance (accommodation, meals) during the conference time which covers four nights in Hanoi. Any costs incurred for personal purposes will not be covered.

Self-funded participants can be provided with support for their visa application and hotel booking only. Please write to gdrr.hanoi2016@unwomen.org for further information.

1. **Visa**

**Will you require a visa to attend the conference in Hanoi?**

[ ]  No.

[ ]  Yes. Please fill out the attached visa form and send to gdrr.hanoi2016@unwomen.org with a scanned copy of your passport.

1. **Flight Details & Booking**

UN Women will arrange for pick-up and drop-off from the airport to your hotel. For this, we will require you to fill the following table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date** | **Time**  | **Flight number** | **Port of departure/arrival** |
| **Arrival** |  |  |  |  |
| **Departure** |  |  |  |  |

1. **Hotel Reservation**

The conference is being held at the Sheraton Hanoi Hotel.

All international participants supported by UN Women will stay at the Sheraton Hotel.

For self-funded participants, the office can support in hotel bookings only. If you require support in hotel bookings in any of the three hotels mentioned below, please click one of the following options:

[ ]  Sheraton Hotel (workshop venue): The rates range from $80 to $100 depending upon on availability at the time of booking. Please indicate type of room you prefer (single / shared).

[ ]  Dragon Hotel (approximately 5 minute walking distance to the workshop venue): The rates are $45 for single room and $50 for twin room. Please indicate type of room you prefer (single / shared).

[ ]  Thang Loi Hotel (approximately 10 minute walking distance to the workshop venue): The rates are $50 for both single and twin room. Please indicate type of room you prefer (single / shared).

Please write to gdrr.hanoi2016@unwomen.org for further information.