



## Registration Form – Shelter Academy 2014

Adapting & Mitigating Climate Change: Options for Cities

1-4 September, Amsterdam & Rotterdam, The Netherlands

This registration process required that you fill out **3 information sections**:

- 1** : Personal Contact Details ;
- 2** : Travel & Accommodation ;
- 3** : Case Study.

Please complete each section as fully as possible and return them to Ms. Sandrine Cardon using the details below as soon as possible, but not later than **Friday May 30<sup>th</sup> 2014**.

If the information is not received on time, your participation cannot be confirmed.

Once received, your registration form will be sent to an Academy expert who will review your case study and contact you within the next 4 weeks to discuss and verify your case prior to the sessions in September 2014.

Please therefore take time to fill out the contact details carefully and ensure that any supporting documentation is clearly marked with your full name and email address.

We look forward to welcoming you to the Shelter Academy.

Please send this document duly filled to:

Ms. Sandrine Cardon  
Associate Human Settlements Officer  
Capacity Development Unit  
UN-Habitat  
uni@unhabitat.org

NB: ARCADIS will pay for the costs during the program, including lectures and site visits, local accommodation and meals (from Sunday evening 31st of August 2014 until Friday morning 5th of September 2014), and local transport. For a limited number of participants who cannot fund the air tickets themselves sponsorship for international travel is available, on recommendation of UN-Habitat.



## Section 1 – Personal Contact Details

Surname:

Name(s):

Mr/Mrs/Ms/Dr/Prof/Other (please specify):

Local Government:

Job title:

### Correspondence address

Address Line 1:

Address Line 2:

Address Line 3:

City:

Postal Code/Zip Code:

Country:

**Additional Contact Details**

Email (work):

Telephone No. (work): *please include international dialing code*

Mobile No. (work): *please include international dialing code*

**Tell us about your past experience with Cities and Climate Change**

**How do you think your experience can add to the overall content of the course?**



## Section 2 – Travel and Accommodation

### Arrival, Departure & Accommodation

Travel, accommodation and set-meal costs will be covered by the Shelter Academy. We will try our best to accommodate your preferences, but because of resource constraints and UN-Habitat travel policy the most direct and economical route will be chosen by our travel agent.

#### Preferred Travel Details

	Airline Name	Flight No.	Arrival Date & Time
<b>Inbound</b>			
<b>Outbound</b>			

#### Requested Accommodation during academy

Accommodation will be provided at a Business Class Hotel in Amsterdam and Rotterdam. You will be expected to **check-in Sunday 31<sup>st</sup> of August** (in Amsterdam) and **depart Friday 5th of September** (in Amsterdam). Should you wish to arrive earlier or depart later you will be required to pay the additional cost of accommodation and food.

Check-In Date (dd/mm/yy)	Check-Out Date (dd/mm/yy)	Total No. Night's Accommodation

NB: Not all personal costs will be covered by the Academy. Items such as: the costs of car rental, additional taxi-transfer, public transport, and additional meals outside of the Academy's set-meals, additional accommodation/room rent outside the Academy, room service, hotel telephone/internet, mini-bar and all other services (i.e. laundry) are considered own expenses.

#### **IMPORTANT NOTE ON TRAVEL INSURANCE AND VISAS**

Delegates are responsible for the timely purchase of sufficient, comprehensive personal travel insurance (health, theft, delay, etc.) before departing country of residence. The insurance must cover the duration of travel from departure to return date. Visas acquisition remains the sole responsibility of the delegate. Supporting invitation letters from ARCADIS and UN-Habitat will provide you with a letter upon request. Please be sure to submit it to the nearest embassy at least three weeks before departure. **Kindly note that these costs are your responsibility and will not be refunded by the Academy.**



## Section 3 – Local-Level Case Study

Please provide details of the challenges, policies, goals and plans currently in place to address the issues of climate change and city planning in your country, region, municipality and / or town.

Together with the PowerPoint slides this information will form the basis of the case studies around which our experts will develop a more tailored program including additional support, recommendations and follow-up sessions. Please take the time to complete this section as fully as possible and continue on a separate piece of paper, attach additional explanatory documents and background materials to support your case as appropriate.

**Please provide a brief demographic overview of your country/region/city/municipality including: size of population, location/proximity to coast, rate of growth, economic base, demographic profile.**

**What will be your most significant city planning challenges in the coming years?**

**What policies and goals do you currently have in place to address the issues of climate change in municipality and or town in the next 1-10 years?**

**What financial and human resources do you currently have within the municipality and within the city to meet these goals and implement these policies in the timeframe(s) given?**

**What additional resources and expertise (if any) will you need to effectively meet these goals and implement these policies in the timeframe(s) given?**

**If you would like to include additional documents, files or information to support your case study, please provide brief details below.**