

4th Global Youth Forum

21st to 26th August 2012, Singapore

A) INSTRUCTIONS TO SCHOOLS

Notes:

1) All **Invited Schools** can nominate **6-12 students**, subject to GYCi's acceptance.

**Additional Delegates: Any request to register additional delegates for the event must be made in writing to Global Youth Congress International (GYCi) with supporting reasons clearly stated. GYCi shall have sole discretion to approve such request, subject to various terms and conditions.*

2) This convention is highly encouraged for student leaders who are passionate about issues discussed during the convention/forum.

3) While GYCi hopes to provide participation to as many delegates as possible, please understand that there are limited vacancies for convention participation.

**All applications will be processed on a first-come-first-serve basis.*

4) As GYCi conventions/forums are large-scale events with logistical complexities and constraints, we require advanced planning. Hence, participating schools must indicate the number of student delegates attending our events, to facilitate the administration processes. We strongly encourage the submission of **Annex A – Delegate & School Details** (without payment) at the earliest convenience.

5) Registration for Schools will only be completed when *both* **Annex A – Delegate & School Details** (without payment) and **Annex B – Payment Advice** (with bank transfer remittance advice) are received and duly acknowledged by GYCi.

A step-by-step registration procedure can be found on the following page.

(B) EXPECTATIONS OF YOUTH DELEGATES

- 1) Interested in central issues of the convention/forum.
- 2) Passionate about what youths can do in their country/ region.
- 3) Able to comprehend & communicate in the English Language

(Rationale: English is the official working language in the convention/forum. Ability to comprehend the convention/forum's content and to engage in discussions with experts and other youth delegates is of key importance. No translation services are provided.)

(C) ENQUIRIES

For further enquiries, please contact:

GYCi Global HQ

Blk 50 Marine Terrace #03-265
Marine Parade District Hall Singapore 440050
GYCi Hotline: (65) 9066-4883
GYCi Facsimile: (65) 6441-1191
Email: gyci.hq@gmail.com
Website: www.gyci.org

GYF Secretariat

Email: gyci.gyf@gmail.com
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Mrs Margaret Chu

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School Registration Guide (Southeast Asia): For Foreign Schools (ASEAN)

(D) STEP-BY-STEP REGISTRATION PROCEDURES

Type of Registration	Deadline for Early Bird Registration	Deadline for Regular Registration
<p>STEP 1 – PRE-REGISTRATION BY SCHOOLS (Early Bird & Regular)</p> <p>Step 1.1 - Early Bird Registration To enjoy Early Bird privileges and discounted rates, all schools are to submit Annex A – Delegate & School Details via FAX or EMAIL Please send us Annex A with all required information before 24th July 2012 (Tue). Late submissions will not be eligible for the Early Bird fees and will be charged according to Regular Registration fees. Please indicate accommodation preferences in Annex A. If no preference is indicated, delegates will be deemed to be registering for accommodation type B by default (see p. 3 for more details).</p> <p>Step 1.2 Regular Registration Regular Registration rates apply to schools which have missed the deadline for Early Bird Registration. All schools are to submit Annex A – Delegate & School Details via FAX or EMAIL Please send in Annex A with all required information before 7th Aug 2012 (Tue). Late submissions may result in delays in receiving confirmation from GYCI and/or the unsuccessful registration of all delegates due limited spaces for participants. Please indicate accommodation preferences in Annex A. If no preference is indicated, delegates will be deemed to be registering for accommodation type B by default (see p. 3 for more details).</p>	<p>24th July 2012 (Tue)</p> <p><i>*Annex A must be filled in with all required information by this date in order to qualify for Early Bird registration fees. No payment needs to be made at this stage.</i></p>	<p>7th Aug 2012 (Tue)</p> <p><i>*Annex A must be filled in with all required information by this date in order to ensure successful registration of all delegates. No payment needs to be made at this stage.</i></p>
<p>STEP 2 – ACKNOWLEDGEMENT OF ANNEX A</p> <p>Upon submission of Annex A, schools will receive an acknowledgement slip from the GYCI Secretariat via email. In addition, GYCI will also attach Annex B – Payment Advice with payment amount.</p>		
<p>STEP 3 – SCHOOL REGISTRATION (WITH PAYMENT)</p> <p>All schools are to submit the completed Annex B – Payment Advice to GYCI. In addition, schools must also attach a bank transfer remittance advice as proof of payment to GYCI. Please check and confirm your accommodation preferences on Annex B. GYCI reserves the right to release the vacancies reserved for schools under pre-registration if payment is not made promptly.</p> <p><i>Schools which encounter certain problems or issues (insufficient or incorrect information presented in Annex A) must submit their clarifications and a complete Annex A together by these dates.</i> <i>Any schools which require more time for payment arrangement may contact the GYCI Secretariat at (65) 9066-4883.</i></p>	<p>30th July 2012 (Mon)</p> <p><i>Last chance to re-submit complete Annex A with all required information</i></p>	<p>10th Aug 2012 (Fri)</p> <p><i>Last chance to re-submit complete Annex A with all required information</i></p>
<p>STEP 4 – CONFIRMATION OF SCHOOL REGISTRATION</p> <p>A receipt will be issued by GYCI upon receiving Annex B – Payment Advice and payment (via bank transfer).</p> <p>Registration for Schools will only be completed when Annex A – Delegate & School Details, Annex B – Payment Advice and a valid bank transfer remittance advice are received and duly acknowledged by GYCI.</p>		
<p>STEP 5 – DELEGATE REGISTRATION AND FLIGHT DETAILS</p> <p>GYCI will send an appropriate number of Delegate Registration Booklets to schools. It is the responsibility of the Teacher Liaison(s) to ensure that they are duly completed and signed by both student and parent and verified by the school, and to submit both hard and soft copies to the GYCI Secretariat at their earliest convenience.</p> <p>The Delegate Registration Booklet includes: <ul style="list-style-type: none"> - Foreign Delegate Registration Form - Medical and Emergency Information - Delegate Acknowledgement Form - Parental Consent and Indemnity Form - Verification of Application by School (Not Applicable to Individual Registrations) </p>	<p>3rd Aug 2012 (Fri)</p>	<p>13th Aug 2012 (Mon)</p>

School Registration Guide (Southeast Asia): For Foreign Schools (ASEAN)

(E) PROGRAMME FEES – For ASEAN Delegates

The **Standard Fee** is applicable to all schools which have not submitted **Annex A – Delegate & School Details** by the **Early Bird** deadline of 24th July 2012. The **Standard** deadline for submission of **Annex A – Delegate & School Details** is 7th Aug 2012. No payment needs to be made at this point. Please see **Section (D)** for more details. The tables below list out the relevant fees **per delegate** under different registration schemes:

Individual Registration	Accommodation A 3 Star Hotel/YMCA Twin or Triple Sharing			***Accommodation B (Default Option) Guest House/Terrace House/Chalet 4 Pax or 6 Pax Sharing			Requirements
	Convention/ Forum Fees	Registration Fees	Total Programme Fees	Convention/ Forum Fees	Registration Fees	Total Programme Fees	
*Standard Fee (Individual Registration)	S\$1,300	S\$200	S\$1,500	S\$1,150	S\$200	S\$1,350	Submit Annex A – Delegate & School Details (without payment) before 7th Aug 2012 (Tue)
Early Bird Fee (Individual Registration)	S\$1,200	S\$200	S\$1,400	S\$1,050	S\$200	S\$1,250	Submit Annex A – Delegate & School Details (without payment) before 24th July 2012 (Tue)

School-Nominated Registration	Accommodation A 3 Star Hotel/YMCA Twin or Triple Sharing			***Accommodation B (Default Option) Guest House/Terrace House/Chalet 4 Pax or 6 Pax Sharing			Requirements
	Convention/ Forum Fees	Registration Fees	Total Programme Fees	Convention/ Forum Fees	Registration Fees	Total Programme Fees	
*Standard Fee (School- Nominated Registration)	S\$1,150	S\$200	S\$1,350	S\$1,000	S\$200	S\$1,200	Submit Annex A – Delegate & School Details (without payment) before 7th Aug 2012 (Tue)
Early Bird Fee (School- Nominated Registration)	S\$1,050	S\$200	S\$1,250	S\$900	S\$200	S\$1,100	Submit Annex A – Delegate & School Details (without payment) before 24th July 2012 (Tue)

***Important Note on Accommodation Provision:

1. By default, all delegates will be deemed to be registering for **Accommodation B (Guest House/Terrace House/Chalet)** for 4 Pax or 6 Pax sharing.
2. Delegates may opt to upgrade to **Accommodation A (3 Star Hotel/YMCA)** by indicating it in the Accommodation Preference in **Annex A**. Additional fees shall be payable by the delegate.
3. **If you leave the option blank, GYCI will assume that delegates are registering for Accommodation B.**
4. All accommodation preference is subject to availability. GYCI reserves the right to change/vary/allocate alternative accommodation types depending on the situation.

If you have further enquiries about accommodation and the respective pricing structure, please contact our HQ/Secretariat via email, facsimile or phone. Please see Annex A for our full contact details.

(F) RESIDENTIAL CONVENTION PROGRAMME PROVISION

- 1) **Residential Programme Fees** cover the costs of the following:
 - academic programme (both day and night),
 - course materials,
 - accommodation for the duration of the convention, **subject to Important Note on Accommodation Provision in p.3,**
 - airport transfers (only for delegates from foreign schools, for arrivals and departures only),
 - meals (breakfast, lunch, dinner and snacks for the duration of the convention/forum),
 - convention/forum T-shirts x 3 pcs per participant,
 - transport for selected items listed in the official programme itinerary (for certain days and nights),
 - basic stationery items, and
 - convention/forum souvenirs (if any)
- 2) Please note that expenses for the purchase of air tickets, visa applications and travel insurance are not included in the programme fees. All air tickets purchase, visa applications and travel insurance are to be handled by the individual schools or delegates independently at their own expense. Flight details will be collected from the delegates at least **3 weeks** before the convention/forum. All delegates should ensure that **their passport still has 6 months of validity from time to travel.**
- 3) It is the duty of the school liaison officer(s) to inform GYCI of their delegates' flight details (both inbound and outbound) at least 3 weeks before the convention/forum so that relevant airport transfer arrangements can be made (if applicable). GYCI reserves the right not to make any transport arrangements if the relevant details are not submitted to GYCI on time.

(G) OFFICIAL REFUND POLICIES

Strictly No Refund:

As a standard practice, all Registration Fees and Programme Fees paid are strictly non-refundable.

Special Request for Withdrawal (only for Serious Medical Reasons on case-by-case basis):

Any request for withdrawal received by GYCI less than 30 days before the event will not be accepted. Any Requests for Withdrawal due to medical reasons (serious medical condition & hospitalisation) must be made in writing to the GYCI Secretariat. Proof of posting does not guarantee proof of receipt. The date of Withdrawal Requests shall be based on the date of the receipt and acknowledgment by the GYCI Secretariat. Such approved refund (if any) is subject to:

Percentage of Programme Fees Refunded	Refunding Criteria (Only for Serious Medical Reasons)
50% of Programme Fees	Request for Withdrawal (made in writing) with acknowledgement by GYCI Secretariat more than 30 days before the commencement of the convention/forum.
0% of Programme Fees	Request for Withdrawal (made in writing) received with acknowledgment by GYCI Secretariat less than 30 days before commencement of the convention/forum.

(H) REQUEST FOR TRANSFER OF CANDIDACY OR CHANGE OF DELEGATE

In the event that any delegates is unable to attend the convention/forum, any request for transfer or change of delegate must be made in writing to the GYCI Secretariat **at least 4 weeks** before the commencement of the convention/forum.

Such requests for transfer or change of delegate will be subject to the prevailing GYCI Admission Policy and Criteria. The new delegate shall be subject to criteria and admission procedures, as well as any additional conditions deemed necessary by the GYCI Secretariat. The final decision on transfer or change of delegate will be subject to the approval of the GYCI Secretariat.

The Registration Fee and a Transfer Fee equivalent to 50% of the programme fees will be applicable to the new delegate. In the event that the transfer or change of delegate is not approved, the GYCI Secretariat reserves the right not to disclose its reasons or rationale. Programme fees remain strictly non-refundable, even if there is no transfer or change of delegate.

(I) POSTPONEMENT OF EVENT DUE TO UNFORESEEN CIRCUMSTANCES

In the event of any unforeseen circumstances (e.g. disaster, national emergencies) that are beyond the control of GYCI, the convention/forum may be postponed to a later date. Should the participating schools/delegates be unable to attend the reschedule convention/forum, GYCI reserves the right to credit the paid programme fees to other programmes (organised by GYCI) for schools/delegates to participate in.