

# AFCAP

## Application to attend the 2<sup>nd</sup> AFCAP Practitioners Conference, Beira, 3-5 July 2012 The Conference will be conducted in English

The completed registration form must be returned either by facsimile to +27-86 671 2361 or emailed to [patloots@iafrica.com](mailto:patloots@iafrica.com). A confirmation of receipt will be sent to the email address/s supplied on this form. If you do not receive that confirmation within 48 hrs, please resend the form to the organisers as it may not have been received. For those seeking sponsorship a second message will be sent with the status of your application at a later date.

**DEADLINE FOR COMPLETION 24<sup>TH</sup> FEBRUARY 2012**

### PART A DETAILS OF APPLICANT

Full name (in capital letters as it appears on your passport)		01	
Title: Mr / Mrs / Ms / Miss / Other	02	Family name / Surname	03
Given names	04		
Contact details for you (for correspondence)	Telephone Number		07
	Mobile / Cell Number		08
	Email Address		09
Male/Female	09	Nationality	10
If you need a visa, do you need a letter of invitation for your visa application Requests for visa letters should be received, at the latest, by the organisers 20 days before the start of the conference, to minimise problems with immigration. The organisers accept no responsibility if immigration is a problem but will assist where practicably possible.			11 Yes/No
Arrival Date	12 DD/MM/YY	Departure Date	13 DD/MM/YY
Emergency Contact Name	14	Number	15

### PART B SPONSORSHIP

Sponsorship may be available and will be allocated on a case-by-case and first come first served basis with two levels available. Please complete the details below if you are seeking funding. Lunch is provided at the conference venue for all participants.

**Partial Funding:** Hotel accommodation for up to 4 nights on a bed and breakfast basis, and a per diem to be paid in local currency equivalent to USD20 for evening meal and all other expenses.

**Full Funding:** As for partial funding with the addition of Economy level Travel Costs from port of departure to hotel/conference venue. Please note that it is better that you book and pay for your own air tickets and be reimbursed by Crown Agents. If you cannot do this and need Crown Agents to book your tickets it is essential that you provide preferred dates of arrival and departure and in addition you will need to provide a clear copy of your passport with this application form.

Sponsorship Requested	16 Partial / Full		
Present position	17	Length of service	18
Employment Status (Public, Private, NGO, Student, Freelance, Unemployed)	19	Brief description of duties and responsibilities	20

21 Please continue on an additional sheet if required

Please provide details, which justify your receipt of sponsorship. Such as your objectives and expectations of attending the conference, your involvement in rural/community access, your existing or proposed association with AFCAP, current projects you are working on and any other useful information that may be of relevance.

### PART D DECLARATION AND ACCEPTANCE OF TERMS

In making arrangements for the practitioners conference AFCAP and Crown Agents exercise all reasonable skill, care and diligence but does not accept liability for loss or damage by reason of the conference being cancelled, postponed or rescheduled for any reason outside the direct control of AFCAP or Crown Agents.

It is a condition of acceptance on to this conference that AFCAP and Crown Agents shall be held blameless for any act or omission on your part which gives rise to any loss or damage to a third party and therefore you shall indemnify AFCAP and Crown Agents in respect of all costs, charges and expenses arising in connection with any action, suit, claim or demand which shall be occasioned whilst you are a member on the conference.

I	22	(family name last) understand and accept the terms above.
Signature of applicant	23	Date 24 DD/MM/YY

**NB:** Whilst every endeavour is made to ensure the conference runs as scheduled, on occasion there is a need to postpone or cancel a conference. In such circumstances, all fees paid in advance will be held for use against a future conference or can be requested to be refunded.