



**UNITED NATIONS
UNIVERSITY**

UNU-IAS

Institute of Advanced Studies

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URL: <http://www.ias.unu.edu>

Additional Information The 5th International RCE Conference

Registration Deadline

In order for UNU-IAS to make all the necessary arrangements smoothly, please be aware of the following deadline for registration.

Registration/ Request:	Deadline:
Registration with the request to stay at the pre-reserved accommodations	Friday, 12 March 2010
Request for financial support from UNU-IAS	Friday, 12 March 2010
Final date for registration for those who do not need pre-reserved accommodation or financial support	Friday, 2 April 2010

Financial Support

For those who request financial assistance upon your registration, the RCE Global Service Centre will contact you shortly once the selection process is completed. Please note that any request form received after 12 March will not be considered for financial support.

Visa Application

- Please make sure that you apply for a visa to Brazil in a timely manner. For details, please refer to the website of the Embassy of Brazil in your country.
- For those who need note verbale for visa application, please provide the following information to the Global RCE Service Centre (rceconference2010@ias.unu.edu) by Friday, 12 March 2010. Please make the subject of your e-mail "Request for Note Verbale".
 - (1) First name; (2) middle name; (3) last name; (4) passport number; (5) issue date of passport;
 - (6) expiration date of passport; (7) location (City) of Embassy (or Consulate General) of Brazil where you will apply for your visa; and (8) organization that will cover your travel expenses.

Accommodations

The following are the two accommodations in Curitiba, Brazil that UNU-IAS will pre-reserve for conference participants:

Hotel Deville Express

Website in English: http://www.deville.com.br/ing/nossos_hoteis/deville_exp_curitiba_hotel.asp

Rates (tax included): Single Standard – USD 50 / Single Superior – USD 55 / Double Superior – USD 62

Breakfast included Check-in 14:00/Check-out 12:00

Hotel Mabú

Website only in Portuguese: http://www.hoteismabu.com.br/mabu_royal_premi/index.htm

Rates (tax included): Single Premium – USD 80 / Double Premium – USD 90 / Single Royal – USD 105 / Double Royal – USD 125 (Premium and Royal rooms are located in the Premium and Royal Towers respectively.) Breakfast included Check-in 14:00/Check-out 12:00

- Estimated prices as of February 2010, subject to alterations according to exchange rate and others.
- These quotations are based on a previous agreement with the hotels, therefore, reservations should be made through UNU- IAS.
- Please note that shuttle service to the conference venue will be available only from these two hotels.



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Annual Report

This year annual reporting will be done on-line. You will be invited to start inputting information related to your RCE in the middle of March. Data provided by you in a process will also be used for a number of different documents such as an updated fact-sheet for your RCE, list of flagship projects, etc.

Poster Exhibition

Please bring your poster (hard copy); we will not print posters at the venue.

Format of poster

- Vertical
- A1-size (594 mm x 841 mm / 23.4 inches x 33.1 inches) - Due to the limited exhibition space in the conference venue, please prepare the poster of this size only.

Instructions for Posters

- Note that no audio-visual support will be supplied or available for poster presentations.
- Large, bold lettering makes for easier reading. Recommended minimum font size: 14 pt, non-serif (e.g. Arial).
- Clarity of content (simple wording, and NO long complex sentences).
- Choose recycled/recyclable materials for your poster, using vegetable-based ink and soya-based varnish, where possible.
- Visual interest - the poster should not be filled up with so much text that it overwhelms the viewer and makes it difficult for them to tell which points are important. Viewers should be able to skim the poster from several feet away and easily make out the most significant points.

Contents of Posters

The point of a poster is not to list every detail of the project. Rather, it should explain the value of the project. It helps to keep in mind one or two simple messages that the RCE would like the audience to take home with them. The poster is primarily an advertising tool for the RCE. It could include:

- Your RCE activities so far (basic information on the activities, process of implementation, results).
- Why your RCE picked these activities.
- What challenges projects address directly, not all the challenges in the region.
- How these activities contribute to the larger picture (the DESD).
- Actual activities and projects rather than background descriptions of the region, regional challenges or organizational structure.

ESD International Conference – Bilingual Conference

The 5th International RCE Conference will be organised back to back with the ESD International Conference. English-Portuguese simultaneous translation will be available for the ESD International Conference (the light blue parts in the tentative programme). The International RCE Conference (the dark blue parts in the tentative programme) will be held only in English.

Thematic Tables

In the late afternoon of 18 May, “Thematic Tables” will be organized. RCEs, local universities, NGOs and others will have a space to showcase projects and activities and it will be a great opportunity for networking and building synergies. Please sign up for this beforehand by sending an e-mail with the subject “Thematic Tables” to rceconference2010@ias.unu.edu **by 2 April 2010**. The presentation format is open and you may bring printed materials or anything else needed to showcase your activities. However, please be aware that



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only a table and a couple of chairs will be provided. If you need a computer or any other equipment, make sure you bring your own.

Conference Organizing Committee

15 volunteer members raised their hands to be part of the Conference Organizing Committee to develop the programme contents for the International RCE Conference.

Name	RCE	E-mail
Cherry Piquero-Ballescás	Cebu	cballescás@yahoo.com
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Okorie Uka Okoro	Lagos	regionalexpertunu@yahoo.com
Ziole Malhadas	Curitiba (conference host)	ziolezm@matrix.com.br

Paper-free conference

As we experimented last year and had positive feedback, we will try to minimize the use of papers, and keep the Conference as paper-free as possible.

Those who are not able to attend the Conference...

For those who are not able to attend the 5th International RCE Conference, the Global RCE Service Centre and RCE Curitiba (host RCE) are now trying to seek the best way to brief the conference and share the outcomes with you during and/or after the conference. If you have any suggestions in this matter, please feel free to contact rceconference2010@ias.unu.edu.