September 2018

**Registration Procedures for Youth Ambassadors Conferences**

Thank you for your interest in the youth conferences organized by Youth Ambassadors. Please see the Annex for the details of the conferences, including target age group and participation fee.

To confirm registration, please fill in the registration form at the last page of this document, and transfer the participation fee by 1 month prior to the conference start date.

Registration procedures will be as follows.

|  |  |
| --- | --- |
| Registration form submission | On or 45 days before the conference |
| Participation Fee Payment | On or 30 days before the conference |
| Consent Form submission | On or 15 days before the conference |
| Flight details submission | On or 15 days before the conference |

(If we do not receive the flight details in time, we will not arrange the transfer from airport to venue)

Cancellation Fee

|  |  |
| --- | --- |
| **Number of days between event opening date and receipt of cancelation notice** | **Cancellation fee** |
| 30 days and above | 50% of participation fee |
| 14 -29 days | 75% of participation fee |
| Less than 14 days | 100% of participation fee |

Yours Sincerely,

Youth Ambassadors’ Team

Email: [enquiry@sgyouthambassadors.org](mailto:enquiry@sgyouthambassadors.org)

***Please “like” our Facebook Page to get updates on our conference!***

[***https://www.facebook.com/SGYouthAmbassadors/***](https://www.facebook.com/SGYouthAmbassadors/)

Registration fee **includes** land transfer, 4 nights accommodation, meals, event activities, site visits as per itinerary.

**Registration procedures**

- Please notify us the estimated number of participants by the stipulated date.

- Please send us the registration form by the stipulated date.

- Full payment is to be made before the stipulated date.

**Bank Transfer:**



***ya.account@sgyouthambassadors.org***

***For Summer Camp***

|  |  |
| --- | --- |
| Please quote reference Summer Camp + Event <Year>  For example, attending Summer Camp with ASLC please quote “Summer Camp ASLC 2018”  Please also quote the invoice number of invoice issued by Youth ambassadors | For AMEC + Summer camp  quote “Summer Camp AMEC 202158”  For STICK + Summer Camp  Quote “Summer Camp STICK 2018”  For ASLC + Summer Camp  Quote “Summer Camp ASLC 2078” |
| Company Name | Youth Ambassadors Pte Ltd |
| Account No. | 0018001699015022 |
| Bank | DBS Bank Ltd |
| Bank address | 12 Marina Boulevard, DBS Asia Central, Marina Bay Financial Centre Tower 3, Singapore 018982 |
| Swift Code | DBSSSGSG |

**Further Information**

If you require further information or help, please email:

[enquiry@sgyouthambassadors.org](mailto:enquiry@sgyouthambassadors.org)

Privacy Statement

The personal information of the participants given to us will be used for the purpose of arranging the event. We may share the information with associate companies and 3rd party vendors to facilitate the arrangement of the events. We may also disclose the personal information:

* Where disclosure is necessary to comply with applicable laws, governmental or other regulation or the requirements, orders, directions, instructions or notices of any regulatory authority or legal processes.
* Where disclosure is necessary to protect safety and security of the participants.
* When we believe it is appropriate to investigate, prevent or take action regarding illegal or suspected illegal activities; to protect and defend the rights and property of the Companies.

**REGISTRATION FORM**

(Deadline for submission- 45 days before the conference start date)

**School Details**

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | School | | | |
| |  | | --- | | Address | | |  | | --- | | City | | |  | | --- | | Country | |
| |  | | --- | | Contact Person | | |  | | --- | | Email | |  | | |  | | --- | | Tel | |
| |  | | --- | | Teacher in charge of delegates | | |  | | --- | | Email | | |  | | --- | | Tel | |
| |  | | --- | | Event attending: (Please tick/highlight) | | * Rural Empowerment And Development **(READ)** * Youth Environmental Summit **(YES)** * RS=ABC Hackathon (**RS = ABC)** * Asia Math Engineering Challenge (**AMEC)** * Science Technology Innovation Creativity ‘K’onference (**STICK)** * Asian Student Leadership Conference **(ASLC)** | | | |

**Delegates’ Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **S/I** | | |  | | --- | | First Name | | |  | | --- | | Family name | | |  | | --- | | Passport No. | | |  | | --- | | Nationality | | |  | | --- | | DOB | | |  | | --- | | Academic Level | | |  | | --- | | Gender | | T Shirts size |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |

**Flight Schedule**

(To be submitted 10 days prior to the conference start date)

|  |  |
| --- | --- |
| Name |  |
| Country |  |

|  |  |  |
| --- | --- | --- |
|  | Arrival | Departure |
| Date |  |  |
| Flight No. |  |  |
| Arrival / Departure Time |  |  |

\*Free airport transfer is for group arrival of 10 pax and above.

For 9 pax and less, we will meet you at the airport and escort you to the taxi, or advise you where to wait for the next group arrival.

\* No transfer / meeting service for before 7am and after 11pm arrival. Please try to choose the flight to arrive during the day time.

If you are arriving before the conference start date, please indicate the accommodation that you are staying at:

|  |
| --- |
|  |

**Conditions of the Registration**

Participating schools are requested to observe the followings.

1. The students need to clean their room by themselves.
2. Participants need to understand that the meals provided shall be Halal for all conferences. Vegetarian meals are provided with prior request.
3. As YA is not a travel agency, YA is unable to offer additional tour during the conference.
4. The schools need to make sure that all the participants have valid insurance policies covered by reputable insurance companies in the home country.
5. Please encourage the students to prepare traditional, cultural and educational item (from 3-5 mins) for the party night.
6. The Schools need to brief the students about necessary items that they need to bring to Singapore.
7. As we intend to minimize the waste in all our conference, please encourage the students to bring their own lunch box, chopstick, spoons and forks, so that we do not have to use disposable utensils.
8. The schools need to provide the organizer with the estimated number of participants 2 months prior to the conference start date.
9. The schools need to submit the feedback form, preferably before departing from Singapore, or at most 4 days after the conference.

We hereby declare that we understood the above mentioned conditions of the registration.

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Signature and Name Date