



REGISTRATION GUIDELINES FOR THE 1st INTERNATIONAL CONFERENCE ON AGROECOLOGY TRANSFORMING AGRICULTURE & FOOD SYSTEMS IN AFRICA

All participants are encouraged to register via the [Online Registration Form](#). Please read the instructions below carefully.

[CLICK HERE TO REGISTER](#)

Online registration will be available up to **30th May 2019** while onsite registration will be available at SAFARI PARK HOTEL registration desk as from **18th June 2019** for (\$300.00 USD) for professionals and (\$150 USD) for students and farmers.

Registration Fees

	Early Bird Fees till 20 th May 2019	Late fees till 30 th May 2019	Onsite Fees as of 18 th June 2019
Associates	400 USD	400 USD	400 USD
Professionals	250 USD	300 USD	300 USD
Students	100 USD	150 USD	150 USD
Farmers	100 USD	150 USD	150 USD

The registration fees includes the following:

- ✓ Admission to programme sessions, exhibition and poster area
- ✓ Conference bag, conference note book and pen
- ✓ Conference Final Programme and abstract book
- ✓ Coffee breaks
- ✓ Lunches
- ✓ Admission to 'Welcome Cocktail '
- ✓ Transport to and from the conference venue to the Hotels where participants have been accommodated
- ✓ Certificate of attendance via email

For students we expect proof/certificate of the student status from the University (e.g. pdf copy of original inscription by a University or attestation by a professor) including information on type, name, start and duration of the Study Program will be required during the online registration.

Registration fees excludes the following;

- Accommodation
 - ✓ Participants are expected to book and pay their own accommodation from the various hotels of their choice that have been identified due to their proximity to the venue.
 - ✓ Please follow this link to choose and book your accommodation
<https://agroecologyconference.eoai-africa.org/accommodation.html>
 - ✓ Transport to and fro destinations to the Conference venue



Social Events

Gala Dinner to celebrate Biovision Africa Trust 10th Anniversary: Is included in the registration fee.

Participants are asked to reconfirm attendance via the Online Registration Form.

Insurance

The registration fee does not include participant's insurance against accidents, sickness, cancellation, theft, property damage or loss. Participants are advised to take adequate personal insurance.

Confirmation

After completing the online registration, each participant will receive their registration overview and email notification confirming the received payment.

Payment

Payments are online (highly encouraged) and Onsite payments (a small fine applies)

✓ All fees is paid in USD for Non Kenyans and in Kenya Shillings for Kenyans.

We have 2 different payment methods:

- i. Kenyans can pay using Mpesa Paybill number **880100** and Account Number **668132005**
- ii. Non-Kenyans can pay using Pay Pal account (debit or credit card payments)

Final Invoice

- ✓ The final invoice will be provided to the participants only upon request, the Secretariat will not send this document automatically. Please contact us to request for your receipt.
- ✓ The final invoice will be issued based on details provided while registering (step Contact/Invoice details).

Cancellation / Refund Policy

Cancellation of Registration:

- ✓ Until 30th May 2019 – 50 USD administrative fees will be deducted from all refunds.
- ✓ From 1 June to 17th June 2019 50% of the fee will be refunded.
- ✓ From 18th June 2019 no refund can be processed.

Cancellation of Accommodation:

- ✓ Delegates should contact the hotels directly for cancellations.

Group Registrations

- ✓ Conference Secretariat does not offer a discount for Group Registrations. Any Groups that desire to make a single payment, by either Bank Transfer or Credit Card should contact **local organizing committee** by email.



- ✓ Online registration also provides an opportunity for group registrations. Simply add the number of persons you are paying for.

Responsibility

The participant acknowledges that he/she has no right to lodge damage claims against the organizers should the holding of the event be hindered or prevented by unexpected political or economic events or generally by force majeure or should the non-appearance of speakers or other reasons necessitate programme changes. With registration, the participant accepts this proviso.

Governing Law

Any dispute resulting from the above terms and conditions will be subject to Kenyan Republic law, and by accepting these terms you are submitting yourself to the exclusive jurisdiction of the courts of the Kenyan Republic.