# How to register

Closing date: 2 nd April 2010

For security reasons, The RIDEF is limited to a maximum of 350 participants.

Registration will only be effective once full payment of the registration fees or a deposit (a minimum of 30% of the total amount due) has been returned to the following address

By post to:

VIOLAIN Gaelle

Inscription RIDEF 5 place François Gicquel 44800 Saint Herblain – France

or by email address: <u>gaelle.violain@hotmail.fr</u> to confirm the bank transfers with the registration number. You will receive **an email acknowledgement** as well as all the practical details.

# How to fill in the registration form.

One form per adult.

You have to complete:

- The financial form and the information form.: tick your preferences. -nouvelle inscription-
- The invitation form in case you need a visa or written proof for your administration.
- The teaching form.

If you need help, Call Céline 00 33950323208 A tranlation is available on the financial form.

## **Registration fees**

They include taking part in the RIDEF, one excursion, food and accommodation chosen during the full 10 days. It also includes the children being taken care of by the CEMEA.

You will be charged extra if you stay before or after the RIDEF. (20€)

This meeting is based upon the principle of **solidarity**. The more developed countries will make a bigger effort financially speaking and therefore enable other countries to pay less. Still on the same principle of solidarity, you may if you wish donate an amount of money which will contribute to the traveling / accommodation fees of some participants.

# **Prices**

Price A: Western Europe (European Economic Area), Japan, South Korea, the USA, Canada.

Price B: African countries, South and Central America, Mexico, Eastern Europe, other countries in Asia.

Do not hesitate to contact us if you are not sure which price to choose.

## How to pay:

Bank charges for cheques and transfers are expensive. So please:

- Use bank transfers within the European Economic Area, as they are not subject to bank charges.
- Outside of the European Economic Area: for a group payment involving a minimum of three people, you can take off 20€ from the total amount of the three registrations. It is <u>imperative in that case that you join the precise list of participants and record the sums given by each.</u>

Please pay for the remainder:

- By 15<sup>th</sup> May 2010, by bank transfer for the countries within the European Economic Area.
- On your arrival at the RIDEF for the others.

## Accommodation

- On site, at the Lycée Jules Rieffel à Saint Herblain, in a double-bed or single-bed room.
- On a campsite which will be set-up for the occasion on the site.
- In a triple-bed room at the Lycée Appert, in Orvault, 4 km from the RIDEF: you are advised to have a car. We are looking forwards making available bicycle renting.

The number of rooms available is limited, so it is advisable not to wait to the last minute.

If you wish to choose your own accommodation outside the RIDEF (e.g. hotel), the organizing team can help you with the booking. In this case we assume that you have your own means of transport.

In exceptional circumstances we can accommodate you on the RIDEF site on the nights of 19<sup>th</sup> or 29<sup>th</sup> July (20€ per night, breakfast included).

Before or after the RIDEF bedsurfing is possible, a list will be sent with the email acknowledgement.

## Catering

All meals will be provided on site.

Two types of meals will be offered: standard or vegetarian. Please indicate your choice when filling in the registration form.

# Children

If you wish, your children (more than 3 years old) will be taken care of by the CEMEA team during the day.

## Teaching documents and work groups

Complete the registration form together with the spreadsheet concerning the workshop you wish to lead or co-lead:

- Long workshop: a total of 6 half days (3 hours) with the same participants.
- Short workshop: a 1-hour and a half presentation (project, activity, tool...)

Exposition: do not forget to fill in the « exposition » form if you intend to bring and present your own material.

## Day out

Group excursions will take place on Monday, 26th July.

## **Arrival and transportation**

You will be welcomed on site from 2 p.m. on Tuesday, 20th July. Someone will welcome you if you arrive at the airport, the train station (exit « Nord ») or the bus station and will help you get to the RIDEF site.

It is essential that you inform us of your place and time of arrival as soon as possible. This does not concern those who come by car.

## End of meeting

The meeting will end on Thursday, 29th July at 6 p.m.

The organizing team, along with the Lycée J. Rieffel, wish to support sustainable development. We therefore favour collective means of transport and limit the use of paper, disposable and superfluous objects in general.