Registration Form to attend

**Regional Workshop: A Circular Approach to Waste Management in the Pacific:  Creating Resources from Waste and Pollution**

30 September – 4 October 2024, Port Vila, Vanuatu

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| ***To confirm your attendance at this event please complete and return this form  NO LATER THAN 2 August 2024  to*** [***juliep@sprep.org***](mailto:juliep@sprep.org)***,*** [***Crystals@sprep.org***](mailto:Crystals@sprep.org) ***and*** [***memoreei@sprep.org***](mailto:memoreei@sprep.org) | | | | | | | | | | |
| **Sponsor requested** | Which sponsor do you apply for (see criteria in the Circular)?  SWAP Project  PacWaste Plus Programme  Fonds Pacifique | | | | | | | | | |
| **Personal Information** | Title (Mr/Mrs/Ms/Dr) |  | First Name |  | | Family Name |  | | | |
| Name to be shown on name badge | | |  | | | | | | |
| Citizenship |  | | Passport No. | |  | | Date of Birth | |  |
| Gender | Female | | Male | | Other | | | | |
| **Professional Information** | Job Title |  | | | | | | | | |
| Organisation |  | | | | | | | | |
| Department |  | | | | | | | | |
| Office Address |  | | | | | | | | |
| City |  | | Post Code |  | | | | | |
| Country / Territory |  | | | | | | | | |
| Email |  | | Website |  | | | | | |
| Office Telephone  (Inc. Country/Territory Code) |  | | | Mobile Telephone  (Inc. Country/Territory Code) | | | |  | |
| Assistant’s Name |  | | | Assistant’s email | | | |  | |
| **Individual Requirements** | If you have any particular requirements (e.g., access; medical [such as a fridge for medication, a disposal box for syringes]) please provide details | | | |  | | | | | |
| **Dietary Requirements** | Please provide details of any special dietary requirements/allergies. Special meals will only be available to those who have requested them. | | | |  | | | | | |
| **Data Protection** | Once you have provided us with your data, we may retain some of it because, as an event organiser, we are interested in retaining some data to maintain our records and accounts. | | | | | | | | | |
| We may, on occasion, provide your name and contact details to Government Departments of SPREP member Countries. Please confirm your consent to this information being shared  Yes, I am happy for my details to be shared  No, I would prefer you didn’t share my details | | | | | | | | | |

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| **Data Protection (continued)** | We will give access to a Contact List to all participants at the event so that you can keep in contact with people you have met. Please confirm whether you agree to your contact information being shared with the participants at the event.  Yes, I am happy for my details to be shared  No, I would prefer you didn’t share my details | |
| We take a group photograph of participants, as well as photographs during the event, and share these with participants at the event. These images may also be used for reporting and promotion purposes. Please confirm whether you agree to being identified in the photographs  Yes, I am happy to be identified in the photograph  No, I do not want to be identified in the photograph | |
| **Accommodation** | **Please note:** SPREP will not book accommodation for any participant but will provide DSA for nominated representatives, which will cover accommodation expenses. **Bookings should be made directly with your chosen accommodation provider**. | |
| **Costs borne by the participant** | SPREP will cover costs of airfare and daily substance allowance (DSA) for the nominated representatives from Pacific island countries and territories, in accordance with the SPREP Travel Policy. All other travel related costs which include but not limited to passports, travel/medical insurance, visas, clearances etc are the responsibility of the participants/nominating governments.  It is important that your travel itineraries are properly checked. Travel Tickets once approved/ issued are non-transferrable and any changes will be borne by the nominating government. | |
| ***Confirm attendance at the available activities*** | | |
| **Side visit to Bouffa landfill**  **30 September 2024** | | The first afternoon of the workshop will be dedicated to a side visit to the Bouffa landfill. Please confirm your attendance at this side visit.  Yes, I would like to attend  No, I am unable to attend this event |
| **Side visit to the Used Oil Management Facility**  **1 October 2024** | | The second afternoon of the workshop will be dedicated to a side visit to the Used Oil Management Facility. Please confirm your attendance at this side visit.  Yes, I would like to attend  No, I am unable to attend this event |
| **Side visit to the Bio Organics Vanuatu** - **composting facility**  **3 October 2024** | | The fourth afternoon of the workshop will include a side visit to the Composting Facility. Please confirm your attendance at this side visit.  Yes, I would like to attend  No, I am unable to attend this event |
| **Workshop**  **30 September – 4 October 2024** | | 5 days Regional Workshop: A Circular Approach to Waste Management in the Pacific:  Creating Resources from Waste and Pollution. Please confirm your attendance at the full event.  Yes, I am attending the 5-day workshop and looking forward to a productive discussion!  No, I am unable to attend the 5 days. I will attend only (exact dates to be confirmed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Once we receive this registration form, we will send a General Information document for further details about your participation in this workshop, including meeting agenda, venue, visa’s, travel information, etc.*** | | |
| **Nomination approval from the Country/Territory Focal Point** | Name of Nominating Official |  |
| Position |  |
| Signature |  |
| Date |  |

**Thank you for completing the registration form.**