

# The Gen-E Final Registration – Main Delegation

GEN-E is only 2 months away and we are ready for you and your finalists!

In preparation for the Istanbul experience we are launching the **FINAL REGISTRATION** for the Main Competition Group!

Please note that this is the registration for the Logistical purposes and **NOT for the Competition Uploads**. All Competition Elements are to be uploaded via the Virtual Expo Stand.

**The Registration is to be completed by the 15<sup>th</sup> of June\* 2023!**

*\*If your national Finals are after the 12<sup>th</sup> of June – please register FULL Details by the 19<sup>th</sup> of June (specifically for JA Germany and JA Spain)*

**Please read the following instruction BEFORE completing the registration**

**NB: A SEPARATE Registration Instruction will be sent to register Hackathon Teams, Online Award Winning Teams and TES Award Teachers**

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## Step 1: Choosing the Country Coordinator

- One Representative from the office, referred to as ‘Country Coordinator’ is to fill in the form first and complete the registration for ALL the national Delegation (*Separate registration for Hackathon Teachers & Students, Online Award Winning Teams and TES Award Teachers*).
- **If the staff member who received the Invitation for Registration will NOT be joining the delegation, please forward the registration link to the respective staff member who will be the country coordinator for the purpose of the Gen-E Conference.**
- The country coordinator of your choice **should BE part of the Gen-E in Istanbul National Delegation**
- Once the form has been completed the Country Coordinator will receive a confirmation email with a Registration Code – **Using this code you will be able to REVISIT the Form and EDIT the contents**



- This is a **GROUP REGISTRATION FORM** for JA Staff, National Winners - both Upper-Secondary & University- Finalists, competing & non-competing, CEO, National Board Members, Teachers & Mentors, Additional Guests & Partners.
- Please Register all delegates. If any are over and above the Early Bird Registrations JA Turkiye will invoice for these additional delegates.

**Full Conference Price for any additional delegate -is €950-(updated in table)**

<u>Category</u>	<u>Early Bird Prices</u> <u>9<sup>th</sup> Jan – 1<sup>st</sup> Feb</u>	<u>Until 15<sup>th</sup> June *</u>	<u>15<sup>th</sup> Jun - 30<sup>th</sup> June **</u>
Upper-Secondary & University Students	€650	€750	€850
CEO/Staff/Board Members/Teachers/Advisors	€750	€850	€950

*Inclusive of Taxes, including Airport Transfers, Accommodation from the 11<sup>th</sup> to the 14<sup>th</sup>, 3 Breakfasts, 3 Lunches, 3 Dinners, competition elements and evening activities.*

*\*If your national Finals are after the 12<sup>th</sup> of June – please register FULL Details by the 19<sup>th</sup> of June (specifically for JA Germany and JA Spain)*

*\*\* no further registrations will be accepted after the 30<sup>th</sup> of June*

## Step 2: What information do you need for the registration Form PER DELEGATE

To complete the form you will require the following information:

- Full Personal Details of EACH Delegate: Name, Surname, Email, Phone, Gender, Nationality on Travel Document, Dietary Requirements, Allergies, etc
  - Personal data should be written as on the OFFICIAL DOCUMENTS the participant is carrying (ID, Passport, etc.)
  - Please make sure that the email is UNIQUE for each delegate, and active. This email address will be used to connect to an on-site Mobile Application, which will be launched in July!
- Room Details: Students are automatically assigned Twin Rooms. For adults kindly advise the room setup - if single, twin or double and who they would share room with.
- Transportation Details to and from Istanbul – Date, Time, Flight Number, Etc.
- If you require any extra nights at the WOW Hotel they will be offered with the following rates. Room Details – Currently, All Adults are automatically assigned Single Rooms unless stated otherwise. Same room prices for extra guests joining on B&B Basis.



If Single Room w Breakfast Included – €139 (Inclusive of Taxes)

If Twin/Double Room w Breakfast Included - €151 (Inclusive of Taxes)

- If the delegate would like to order a Conference T-Shirt – please see section below for details
- An UPLOAD of the Consent Form for EACH Delegate will also be required – you may find the consent form by Logging into the Staff Dashboard on Gen-E, Find Section named 'Gen-E in Istanbul Documentation', Communicate respect consent forms for Under 18 and 18+. **Each delegate will require a signed consent form.**

### Step 3: How to add an additional Delegate?

- On completion of Form for the country coordinator or a delegate a button will show up to 'Add Group Member' at the BOTTOM of the page.
- A pop-up menu will show up to CHOOSE the type of delegate.
- The form will regenerate to complete all required fields for that delegate.

## Pre-Order Your CONFERENCE T-Shirts – via registration form

For the first time ever, we are taking Pre-Order for Gen-E T-Shirts at the price of €10 per t-shirt. Pre-Order your conference souvenir! **On-site batch will be limited!**

Option 1 - White

Front Back



Option 2 - Blue

Front Back



## Unisex Size Guide



Size	Width	Height
S	59	73
M	61	75
L	63	77
XL.	65	79
2XL	67	81
3XL	69	83

## Step 4: Fees & Payments

- **Additional delegates during conference dates**– Paid via Bank Transfer prior to conference– the same process as Early bird Registration & Payment will be followed
- **T-Shirt orders** – This will be invoices on a case by case basis, either included in a proforma invoice (*if there are additional delegates*) or asked to pay on arrival (*if no additional delegates*)
- **Extra nights** – Paid on-site at POS station at the Registration of Conference

Card Readers at the POS will be available and will accept VISA and MasterCard.

Cash also Accepted in Dollars & Euros



## Visa for Entry in Turkey

Kindly note that each National Office is responsible to contact their Local Turkish Embassy or Consulate to identify what documentation is required for your group. If you require an invitation Letter please reach out to Kubilay Ören on [kubilay@gencbasari.org](mailto:kubilay@gencbasari.org) as early as possible with the details of the delegates including: Full Name, Date of Birth, Place of Birth, Travel Document Number and Valid Until Date.

## Why is the registration so important?

1. We need to know the full details of your delegation to prepare for the smoothest experience possible
2. 2 weeks prior to the on-site events in Istanbul we will be launching a **Mobile App** to View PERSONALISED SCHEDULES, connect with all the delegates, and more!

# ISTANBUL IS WAITING FOR YOU!

