

## REGISTRATION FORM



**20<sup>th</sup> General Assembly & 4<sup>th</sup> Youth Assembly**  
**Asia and Pacific Alliance of YMCAs**  
**2 - 6 September 2019**  
**YMCA International Youth Center, Tozanso, Japan.**

***“Living Together Within Nature on a Path to Peace ”***

This form duly completed in BLOCK LETTERS should be returned to the APAY office by **30 June 2019**:  
 Asia and Pacific Alliance of YMCAs, 23 Waterloo Road, 6<sup>th</sup> Floor, Kowloon, Hong Kong SAR  
 Tel: (852) 2780 8347 Fax: (852) 2385 4692 Email: [office@asiapacificymca.org](mailto:office@asiapacificymca.org)

**Early Bird Registration for Registration & Participation Cost Only until 31 March, 2019**

**I WILL ATTEND THE FOLLOWING: Please TICK [ ✓ ]**

- ☐ **4<sup>th</sup> Youth Assembly** YES [ ] NO [ ]  
 (31 August – 2 September 2019, Tokyo Olympic Memorial Youth Center, Tokyo, Japan )
- ☐ **General Assembly** YES [ ] NO [ ]  
 (2-6 September 2019, YMCA International Youth Center, Tozanso, Japan)
- ☐ **I will attend the APAY Executive Committee Meeting , 2 September morning** YES [ ] NO [ ]
- ☐ **Quadrennial Council Meeting , 2 September evening (Voting Delegate) National President** [ ] **NGS** [ ] **Youth** [ ]  
**Proxy** [ ] **Proxy for** \_\_\_\_\_
- ☐ **I will attend the spouse program during the General Assembly** YES [ ] NO [ ]

**1. PERSONAL INFORMATION (Please print or use block letters)**

Surname/Family Name		First Name(s) /Given Name(s)		Profession/Occupation	
National YMCA/ Organization			Gender		Date of Birth (dd/mm/yy)
Nationality	Passport No.	Place of Issue	Issue Date (dd/mm/yy)	Expiry Date (dd/mm/yy)	
Mobile	Work Tel:	Home. Tel.	Fax	Email	
Emergency Contact Person & Relationship			Emergency Contact No/s		
YMCA/Organization Contact Details (Name/Tel/Email/Fax)			Involvement/Position (Local/National)		
Special dietary requirements if any please narrate			Any other special requirements		
<b>English Language Skills</b> (to facilitate workshops and group work) <div style="display: flex; justify-content: space-around;"> <span>[ ] None</span> <span>[ ] Poor</span> <span>[ ] Fair</span> <span>[ ] Good</span> <span>[ ] Excellent</span> </div>					

## 2. VISA

Do you require a Letter of Invitation from the National Council of Japan to obtain a visa?    ☐ Yes    ☐ No

*(Citizens of some countries may require official letter of invitation and guarantee letter from NCY Japan, in such cases they are requested to intimate APAY at least three months before General Assembly. Please contact the APAY office directly if assistance is required.)*

## 3. ACCOMPANYING FAMILY MEMBERS *(if accompanied by children, please mention age)*

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age: \_\_\_\_\_

4. PARTICIPANT'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

## 5. MODE OF PAYMENT

I made bank transfer to APAY Account amounting to US\$ \_\_\_\_\_ Dated \_\_\_\_\_

APAY Bank Details :

Account Name : Asia and Pacific Alliance of YMCAs

Bank of East Asia Ltd

A/C : 015-515-20-05004-5

Swift Code : BEASHKHH

Bank Address : No 638 Nathan Road, Mongkok, Kowloon, HK

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## 6. OFFICIAL ENDORSEMENT

NATIONAL COUNCIL OF YMCAs \_\_\_\_\_

Contact Details (Name/Position/ Tel/Email/Fax)

\_\_\_\_\_  
\_\_\_\_\_

Name & Signature of :  
**Local General Secretary**

Date:

Name & Signature of :  
**National General Secretary**

Date:

## 7. FEES AND ACCOMMODATIONS

Early Bird Registration Fee until 31 March 2019	Regular Registration Fee 1 Apr 2019 – 30 June 2019	Participation Fee	Green Fee
<b>US\$ 250</b>	<b>US\$ 270</b>	<b>US\$ 400</b>	<b>US\$ 15</b>

FEES US\$	Please tick ( ✓ ) your preference	Accommodation Cost 2 – 5 September 2019 (4 Nights) Payable during the time of check-in. Rates are indicated per person.			Additional cost per day, those arriving on 1 <sup>st</sup> of September
Option 1		YMCA Guest House One	Single Attach Bath (1 room available)	JP¥ 28,000 US\$ 280	JP¥ 7,000 US\$ 70
Option 2			Single Common Bath (9 rooms available)	JP¥ 22,500 US\$ 225	JP¥ 5,700 US\$ 57
Option 3			Twin Sharing Common Bath (9 rooms available)	JP¥ 20,000 US\$ 200	JP¥ 5,000 US\$ 50
Option 4		YMCA Guest House Two	Twin Sharing Attach Bath (10 rooms available)	JP¥ 24,500 US\$ 245	JP¥ 62,00 US\$ 62
Option 5		YMCA Guest House Three and Four	Single Common Bath (7 rooms available)	JP¥ 20,000 US\$ 200	JP¥ 5,000 US\$ 50
Option 6			Twin Sharing Common Bath (7 rooms available)	JP¥ 17,000 US\$ 170	JP¥ 4,300 US\$ 43
Option 7			Twin Sharing Attach Bath (2 rooms available)	JP¥ 22,000 US\$ 220	JP¥ 5,500 US\$ 55
Option 8		YMCA Guest House Six	Twin Sharing Attach Bath (3 rooms available)	JP¥ 24,500 US\$ 245	JP¥ 6,200 US\$ 62
Option 9		Hotel Alpha One	Single (114 rooms are available)	JP¥ 30,800 US\$ 308	JP¥ 7,700 US\$ 77
Option 10		All rooms are with attached baths	Twin Sharing (15 rooms are available)	JP¥ 36,400 US\$ 364	JP¥ 9,100 US\$ 91
Option 11			Double Room (8 rooms are available)	JP¥ 30,200 US\$ 302	JP¥ 7,600 US\$ 76
Youths only		YMCA Guest Houses Five and Six	Dormitory Bunk Beds (accommodation for 210 persons)	JP¥ 14,500 US\$ 145	

All rooms will be served on “first come first serve basis”. YMCA Guest Houses have very limited number of seats. A very few number of rooms have attached baths, but each building has Japanese style public baths separate for male and female.

For shared occupancy, please indicate preferred person(s) with whom you wish to share room and also if you want to stay beyond 2- 6 September 2019.

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Please indicate any physical / medical requirements which need to be considered when arranging accommodation

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APAY Executive Committee Members are expected to arrive on 1 September as the Executive Committee Meeting will be held in the morning of 2 September.

**a) REGISTRATION FEE**

The Registration Fee covers preparation and implementation costs, otherwise not included in the Participation Fee. The Registration Fee must be paid by all participants including spouses and children above three years of age, during the time of registration.

**b) PARTICIPATION FEE**

The Participation Fees covers all meal charges from lunch on 2 September 2019 to lunch on 6th September. It also includes the cost of Exposure Trips and other related direct costs of each participant. The Participation Fee must be paid by all participants including the youth participants, spouses and children above three years of age during the time of registration.

**c) GREEN FEE**

The environmental levy which is the Green Fee US\$ 15 has to be paid by all international participants as per APAY policy.

**d) ACCOMMODATION COST**

The participants of the General Assembly shall have a choice to stay at YMCA International Center, Tozanso with various types of rooms and at Hotel Alpha One which is about 10 minutes ride from the venue. Bus transportation will be available from the hotel to the assembly venue in the mornings and evenings. The accommodation cost is payable in **cash Japanese Yen** only at the time of checking in at the registration desk. Credit card or other currencies will not be accepted. Price quoted in US\$ for accommodations are for reference only.

**Note :** Accommodation is available from 2:00 pm of 2 September 2019 to 12:00 noon of 6 September 2019. Delegates arriving before or departing after these dates (2 - 6 September 2019) will have to cover the cost of their Room and Meals by themselves. *Early arrivals before Check-in time may be checked in upon room availability.* Please indicate additional accommodation needs, if any. **NO APPLICATION SHALL BE ACCEPTED WITHOUT THE REGISTRATION, PARTICIPATION AND GREEN FEE**

The Youth Participants shall not need to pay any cost for the Youth Assembly. They shall be accommodated at YMCA International Youth Center, in the dorms during the General Assembly at a special rate. Youth participants who wish to stay in other hotels shall have to pay the cost of accommodation. Youths means persons of 18 -30 years of age. Participants of the Youth Assembly need to arrive only at Narita Airport, on 31 August 2019, the venue of the Youth Assembly being in Tokyo city. All other international participants are requested to book their flights to Narita Airport, or at Haneda Airport arriving on 2 September 2019 and depart on 6 September 2019. Arrangements have been made to receive all participants at Narita and Haneda Airport and bring them to the Assembly venue at Tozanso by bus. Please send us your flight details as soon as your flights are confirmed.

**8. FINANCIAL SUPPORT APPLICATION**

Please be reminded that all travel, board and lodging costs shall be the responsibility of the delegate or her/his movement. The Alliance may be able to consider partial subsidies for only a limited number of participants from those movements that have financial constraints. Please contact APAY General Secretary, before **31 March 2019** should you require some financial assistance to participate in the assembly.

**9. APAY EXECUTIVE COMMITTEE MEMBERS AND COUNCIL MEMBERS**

APAY Executive Committee Members and Council Members who need to arrive at Tozanso on the 1 September 2019 for their meetings shall have to pay one day additional accommodation rent for the night of 1 September 2019. Youth delegates attending the Council Meeting need not to pay this.

Please remember that the Registration Form has to reach the Asia & Pacific Alliance of YMCAs before **30 June 2019**. The Registration and Participation Fees must be paid by **30 June 2019**. The **EARLY BIRD Participation Fee must be paid by 31 March 2019**. If the Registration and Participation Fees are not paid before the indicated deadlines, registrations will be cancelled.

**10. CONFERENCE SHIRTS :** Conference Shirts will be provided for all delegates. Please indicate your size below.

	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>XXL</b>	<b>XXL</b>
Length (cm)	64	68	71	75	79	82
Width (cm)	46	50	54	58	63	67
Shoulder (cm)	40	43	46	49	54	58
<b>Tick your size</b> ✓						

**11. Registration Cancellation Policy :** In case any delegate desires to cancel his/her registration, the refunds of Registration Fee, Participation Fee and Green Fee shall be made in the following manner. We would especially like to remind the participants and the national movements on this matter.

<b>Cancellation within</b>	<b>Registration Fee Refund</b>	<b>Participation Fee Refund</b>	<b>Green Fee Refund</b>
31 July 2019	\$270 (\$250 in case of early bird registrations)	\$400	\$15
From 1 Aug to 15 Aug 2019	\$135 (\$125 in case of early bird registrations)	\$400	\$15
After 16 Aug 2019	No refund	\$300	\$15