**NOTIFICATIONS TO ORGANIZERS**

**APPENDIX I**

***Please return the form (email to*** [*ihl@redcross.org.hk*](mailto:ihl@redcross.org.hk)***) by 13 February 2015***

To : Secretary of the 13th Red Cross International Humanitarian Law Moot (2015)

From : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of coach) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of university)

**A. Participation in Activities on March 12-13, 2015** *(please indicate with a “****✓****” if applicable)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Mooters1 | Researcher1 | Team Coach | Observers |
| International Humanitarian Law Role Play Contest2 | **✓** | **✓** |  |  |
| Seminar on IHL3 | **✓** | **✓** |  |  |

***Remarks***

***1 All registered students, mooters and researcher, will be arranged to join both the International Humanitarian Law Role Play Contest and seminar. Absentees will not be issued the certificate from the organizers.***

***2 Team Coach and Observers may enjoy their free time during the period.***

***3 Team Coach and Observers are all welcome to join the Seminar on IHL.***

**B. Visa application status & Flight Information** *(please indicate with a “****✓****” if applicable)*

Please be advised of our teams’ visa application status as follows:

|  |  |
| --- | --- |
| 🞏 | Our visa application is in progress. Date of submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; No. of Applicants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 | We have OBTAINED travelling visa / permit to come to Hong Kong. |
| 🞏 | We DO NOT require travelling visa to come to Hong Kong. |

The Flight Information:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🞏 | All of our team members are as follows | | | |  | | | |
| 🞏 | Name of Participant\*\* | |  | | | | | |
|  | Role / Capacity : | | 🞏 Team Coach 🞏 Mooters 🞏 Researcher 🞏 Observers 🞏 Others (pls specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | **Flight Number** | | **Date4** | | **Expected Time** | **Early check-in needed?** 5  **(Please provide date & time)** | **Late check-out needed?** 5  **(Please provide date & time)** |
| **Arrival** | |  | |  | |  |  |  |
| **Departure** | |  | |  | |  |  |  |

***\*\* If members of the same team have different flight schedules, please provide information individually by duplicating the above table.***

***Remarks***

***4 For arrival / departure dates beyond 11-15 March 2015, please complete Section D below.***

***5Special request beyond the specified covering period will be subject to the availability and discretion of the hotel.***

**C. Accommodation for Additional Members**6

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Prof/Dr/Mr/Ms | Last name | First name | Male (M) /  Female (F) | Role / Capacity7  (Team Coach / Researcher / Observers2) | Will pay HKD $3,000 per person for accommodation, meals & transportation (details referred to Note J) | Food restriction8 |
|  |  |  |  |  | **✓** |  |
|  |  |  |  |  | **✓** |  |
|  |  |  |  |  | **✓** |  |
|  |  |  |  |  | **✓** |  |

***Remarks***

***6 Please restrict the number of additional members to the maximum of 4 only.***

***7Free accommodations (5 days/4 nights) will cover 2 mooters of the competing teams plus 1 team coach/researcher only (3 members). Each additional member will have to pay for a fixed charge covering the accommodation, meals and transportation during the event period. For details, please refer to Note J.***

***8The organizing body will try to take care of the needs as far as possible, but there is no guarantee on the service provision.***

**D. Stay beyond Coverage Period**

🞏 Our team will stay beyond the period covered by the Hong Kong Red Cross.

🞏 Please assist to reserve room(s) at Panda Hotel with details as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period (Dates involved** | **No. of Nights** | **Name(s) of Participants** | **No. of Rooms Required** | **Direct Payment settle with Hotel** |
|  |  |  |  | **✓** |
|  |  |  |  | **✓** |

🞏 We shall arrange our own accommodation at another hotel. Name of hotel and contact number will be provided one week before the competition.

**E. Self-financed Accommodation**

🞏 Our additional members **WILL NOT** stay at Panda Hotel. We shall provide the name of hotel and contact number one week before the competition.