**NOTIFICATIONS TO ORGANIZERS**

**APPENDIX I**

***Please return the form (email to*** *ihl@redcross.org.hk****) by February 12, 2018***

To : Secretary of the 16th Red Cross International Humanitarian Law Moot (2018)

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

**A. Participation in Activities on March 8-9, 2018** *(please indicate with a “****✓****” if applicable)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Mooters1 | Researcher1 | Team Coach | Observers |
| Exploration Activities for Humanity2 | **✓** | **✓** |  |  |
| Seminar on IHL3 | **✓** | **✓** |  |  |

***Remarks***

***1 All registered students, mooters and researcher, will be arranged to join the Exploration Activities for Humanity and Seminar on IHL. 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

|  |  |  |
| --- | --- | --- |
| 🞏 | Of 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 March 6-11, 2018, 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 $3,600 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 (6 days/5 nights) will cover 2 mooters of the competing teams plus 1 team coach or researcher only (total 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.