



## Guide to the General Council Registration Form

Dear participants of the 2017 General Council,

We in the WCRC's General Council Office want to greet you. We are looking forward to accompanying you on your way to Leipzig!

If possible, please register using the **online registration** form. You will find the link to the registration website in the information email about the registration process.

Before you begin registering please read the information about the **registration form** and the **registration process** carefully. Thank you very much!

### A. The registration form

Please take note of the following:

1. If you open the **online registration form**, you will see that it is already populated with the data that we have received. **Correct information that is incorrect** and **fill the empty fields**.
2. If you use the **registration file**, please make sure that the information you provide is legible, complete and accurate. Thank you very much!

#### 3. Details:

##### a. Preferred name:

The information in this field will be used for name tags etc.

##### b. Passport information:

- i. Passports must be **valid** at least **six months after the General Council**.
- ii. **Passport name:** Please include your **passport name as stated in the passport**; it may differ from the one that you entered on top of the registration form.
- iii. **Please mail or fax a copy of your passport to the General Council Office** (email [registration@wrcr.eu](mailto:registration@wrcr.eu), fax +49 511 897 383-11)

##### c. Special consideration/special need:

- i. We will try to make provision for special needs.
- ii. Please describe your needs in detail.

##### d. Language:

- i. Bible Study participation: If you have more than one language preference, please check all of them.
- ii. Dialogue Group participation: Dialogue Groups should be diverse. Please check **ALL languages** that you are comfortable with.

**e. Pre-events:**

- i. **Women's pre-council** "Living God – in a world of violence – renew and transform us" (June 26-28): All women delegates are invited to the pre-council!
- ii. **Youth pre-council** (June 26-28): All delegates who are younger than 30 are invited to the youth pre-council!
- iii. **Youth Gathering "Meet the World"** (June 23-28): The youth gathering will take place at the same site as the youth pre-council. We expect 250-300 young people. We invite all participants of the youth pre-council to join the youth gathering on June 23!

**f. Lodging accommodations**

- i. Tick, if your church has applied or is planning to apply for **reimbursement** of your travel expenses. If your church is not going to receive reimbursements, please tick one of the **"self-payers"** options.
- ii. Explanation of the different options under "registration process" below.

**g. Travel**

- i. Check, if your church has applied or is planning to apply for **reimbursement** of your travel expenses. If your church is not going to receive reimbursements, please tick one of the **"self-payers"** options.
- ii. For details please see the explanations under "registration process" below.

## B. Reimbursement

- a. Member churches may apply for **reimbursement for travel and accommodation expenses**. Applications will be granted according to the WCRC's reimbursement policy.
- b. Download the reimbursement policy at: [wrc.ch/gc2017/registration](http://wrc.ch/gc2017/registration).
- c. You will be informed by mail, if your request was granted and which support you will receive.

## C. The registration process

The registration process will consist of the following steps:

**1. Confirmation email:**

After we have received your registration, you will receive a confirmation email. If you see the need for **corrections**, please reply to the email and inform the General Council Office about the changes.

**2. Payments**

After your registration is complete you will receive a **second email** that will inform you about your payments for the General Council.

**a. Invoice:**

Attached to the confirmation email you will receive an invoice that will bill you for your **registration fee** and the **meals** during the General Council. **Please note that according to the WCRC Reimbursement Policy all delegates are expected to pay the registration fee.**

**b. Expenses:**

Delegates, representatives and observers, please expect that we will charge you for the following expenses (you will receive an invoice prior to the General Council):

- i. **Registration fees:** 150 to 400 euro according to the country groups as listed below.  
Registration fees according to country groups under: [wrc.ch/gc2017/registration](http://wrc.ch/gc2017/registration).

**No reimbursements for registration fees. All member churches of the WCRC are responsible for the registration costs of their delegates!**

### 3. Visa

The WCRC has an agreement with the German Ministry of Foreign Affairs, which grants preferential treatment to participants in activities of the WCRC. According to this agreement visas shall be issued **free of charge** and as swiftly as possible.

#### Visa application Process

- a. The WCRC submits a list with the names and passport details of all participants who require a visa to the German Ministry of Foreign Affairs. (See list of countries that require visa for entry into the Federal Republic of Germany:  
[http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html))
- b. Participants requiring entry visa for Germany **must apply for a visa at the German embassy/consulate closest to their place of residence**. Please consult the website of the German embassy to download visa application form and apply for an appointment.
- c. Participants will have to **submit visa applications, together with all necessary documents, in person** at the German embassy/consulate responsible for their place of residence. The German embassy/consulate will already know your name and grant the Schengen visa free of charge.
- d. If any difficulties arise, please notify the General Council Office immediately.
- e. According to the reimbursement policy **travel in the home country including the trip to the German embassy/consulate will not be supported by the WCRC**.

### 4. Accommodation and travel

#### a. Lodging accommodations

- i. If you are a self-payer and **instruct the WCRC to book a hotel room for you**, please tick your chosen category. The hotel management will come back to you and ask for your credit card details. You will pay your accommodation directly to the hotel.
- ii. If you are a self-payer and will **book hotel accommodations yourself**, please inform the General Council Office where you are going stay in Leipzig.
- iii. If your **accommodation is sponsored by the WCRC**, the General Council Office will book your accommodation and inform you about the hotel arrangements.

#### b. Travel

- i. If you are a self-payer and **instruct the WCRC to book your travel to Leipzig** for you, we will send your request to the travel agent of the General Council. The travel agent will contact you for further details and will invoice you for the journey.
- ii. If you are a self-payer and will **book your travel to Leipzig yourself**, please inform the General Council Office about your travel arrangements.
- iii. If your **travel is sponsored by the WCRC**, the General Council Office will book your flight and inform you about your flight arrangements.
- iv. WCRC stewards will welcome you at Leipzig airport and give you a **local transport ticket**, which will allow you to travel freely throughout **Leipzig**. This ticket is part of the registration package.
- v. NB: According to the reimbursement policy, **travel in the home country will not be supported by the WCRC**.

## Registration fees according to country groups:

- 150€ [Afghanistan, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Cameroon, Central African Republic, Chad, Comoros, Congo (Democratic Republic), Côte d'Ivoire, Eritrea, Ethiopia, Gambia, Ghana, Guinea, Guinea-Bissau, Haiti, Kenya, Korea (Democratic People's Republic), Kyrgyzstan, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Moldova, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Pakistan, Papua New Guinea, Rwanda, Senegal, Sierra Leone, Somalia, Tajikistan, Tanzania, Timor-Leste, Togo, Uganda, Uzbekistan, Viet Nam, Yemen, Zambia, Zimbabwe.]
- 200€ [Albania, Algeria, American Samoa, Angola, Armenia, Azerbaijan, Belize, Bhutan, Bolivia, Bosnia and Herzegovina, Cape Verde, China, Congo, Cook Islands, Djibouti, Ecuador, Egypt, El Salvador, Equatorial Guinea, Fiji, Georgia, Guatemala, Guyana, Honduras, India, Indonesia, Iran, Iraq, Jordan, Kiribati, Macedonia (FYROM), Maldives, Marshall Islands, Micronesia, Mongolia, Morocco, Nauru, New Caledonia, Nigeria, Niue, Paraguay, Philippines, Samoa, São Tomé and Príncipe, Solomon Islands, South Sudan, Sri Lanka, Sudan, Swaziland, Syria, Thailand, Tonga, Tunisia, Turkmenistan, Tuvalu, Ukraine, Vanuatu.]
- 250€ [Argentina, Belarus, Botswana, Brazil, Bulgaria, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Gabon, Grenada, Jamaica, Kazakhstan, Latvia, Lebanon, Libya, Lithuania, Malaysia, Mauritius, Mexico, Montserrat, Montenegro, Namibia, Palau, Palestine/Israel, Panama, Peru, Romania, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Serbia, South Africa, Suriname, Turkey, Uruguay.]
- 300€ [Anguilla, Antigua and Barbuda, Aruba, Bahamas, Bahrain, Barbados, Croatia, Czech Republic, Estonia, French Polynesia, Greece, Hungary, Malta, Netherlands Antilles, Oman, Poland, Portugal, Saudi Arabia, Seychelles, Slovakia, Taiwan, Trinidad and Tobago, Venezuela.]
- 400€ [Andorra, Australia, Austria, Belgium, Bermuda, Brunei Darussalam, Canada, Cayman Islands, China (Hong Kong), Cyprus, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Korea (Republic), Kuwait, Liechtenstein, Luxembourg, Monaco, Netherlands, New Zealand-Aotearoa, Norway, Qatar, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, Turks and Caicos Islands, United Arab Emirates, United Kingdom, United States of America, Virgin Islands.]