



## **EASTERN AFRICA ORALITY CONFERENCE 2008 PRE-REGISTRATION FORM**

Please send your completed form, your 50% pre-registration fee along with proof of payment before 5<sup>th</sup> May 2008 to the Conference Coordinator's E-mail at: [bmusya@tfnafrika.org](mailto:bmusya@tfnafrika.org) or send by Fax to: +254 – 20 – 273 3634 (attn: Bramuel Musya). Please complete one form for each person.

I have read and understood the "Terms and Conditions" printed at the end of this form.

### **I. PERSONAL DETAILS**

Title:

Surname:

First Name:

Church/Organization (primary group you are representing):

Position:

Postal address:

E-mail address (primary):

E-mail address (secondary):

Website (if any):

Telephone – home (country code/area code/local number):

Telephone – office:

Cell phone:

Fax:

Date of birth (day/month/year):

Male

Female

Person I would like to share room with:

English language:  Good

Average

Nil

### **In case of emergency:**

Name of contact person in country of normal residence:

Telephone number (country code/area code/local number):

### **II. MINISTRY DETAILS**

Please briefly describe what your interest is and what you would like to contribute at this Orality Conference.

What would you like to accomplish through your involvement in this Orality Conference?

Describe possible ways in which you might contribute toward the Orality movement in Africa.

### III. CONFERENCE COSTS

The conference cost has two components: 1) Full Delegate 2) Day Delegate.

Note that the full delegate cost provides delegates with hostel accommodation where a room may have up to 20 beds. Men and women will have separate rooms. There are a few double rooms for couples. If you wish to register as a couple please notify us in advance. Beddings, towels and soap will be provided. It was a way of keeping the cost low for all people.

The PCEA (Presbyterian Guesthouse & Conference center) adjacent to our YMCA conference facility has competitive rates for those who may not want to stay in a hostel facility. Please contact us for your reservations. We recommend foreign day delegates to stay in this facility to remain closer to our venue, which is less than a minute's walk away.

1. **Full Delegate:** (includes hostel accommodation [sharing], meals, teas, and materials)

**Orality Conference Fee** **Kenyan Shillings 5,200 / US\$90**

*(50% of this Total [Kshs. 2,600/US\$45] is due on or before 5<sup>th</sup> May 2008)*

2. **Day Delegate:** (Includes lunch, morning and evening teas and materials)

**Orality Conference Fee** **Kenyan Shillings 2,800 / US\$45**

*(50% of this Total [Kshs. 1,400/US\$23] is due on or before 5<sup>th</sup> May 2008)*

**Any cancellation on or before 7<sup>th</sup> June 2008 will forfeit Kshs. 1,400 / US\$ 25. Cancellations after this date will forfeit 100% payment.**

**Please tick where necessary:**

**I am registering as:**

- Full Delegate**     **Day Delegate**     **Need reservation at the PCEA guesthouse**

The registration fee contributes toward the cost of hiring the meeting hall, sound equipment, conference stationary, administrative expenses, security, food (and lodging for full delegates) etc. Delegates are fully responsible for their own transportation to and from Accra. Note that spouses pay the same fees as husband or wife.

Registration for the Orality Conference will begin at 4:00 pm on Monday 16<sup>th</sup> June 2008. The first plenary session will begin at 8:30 am on Tuesday 17<sup>th</sup> June 2008. All participants are expected to stay at the Conference venue or within the South C area. This will maximize networking and enhance efficiency.

Full delegates are encouraged to arrive at the Y.M.C.A Hostels in South C Nairobi in time for dinner at 6:00pm on Monday, 16<sup>th</sup> June so you can register, check in and eat dinner. As mentioned, the first session of the conference will begin at 8:30 am on Tuesday 17<sup>th</sup> June 2008.

If you are unable to stay at the venue, you may register as a day delegate and will be responsible for your own transportation, accommodation, breakfasts and dinners.

The Orality Conference will end at 7:00pm on Thursday, 19<sup>th</sup> June 2008. Full delegates arriving on Monday, 16<sup>th</sup> June will need to leave on Friday 20<sup>th</sup> June before 12:00 noon, or make arrangements with the Y.M.C.A Hostels for additional accommodation and meals.

### IV. PAYMENT INSTRUCTIONS AND DEADLINES

**Please submit your registration form and proof of payment by E-mail or Fax to the Conference Coordinator.**

## **Payments may be submitted in two ways:**

**An electronic transfer can be made directly into the Straight Path Resources (Conference Coordinators) account in Nairobi, Kenya.** (Note that persons residing outside Kenya must include an additional US\$20 to cover local transfer fees.)

Deposit to:	Barclays Bank
Branch:	Hurlingham Branch (P. O Box 34974 – 00100 Nairobi, Kenya)
Account name:	Straight Path Resources (P. O Box 3793 – 00200 Nairobi, Kenya)
Account number:	03 – 045 - 5203325
Swift code:	BARCKEN X

*\* Please reference your **full name** and designate that this is for the **Orality Conference EA 08** on the deposit slip and Email/fax proof of payment to the Conference Coordinator: [bmusya@tfnafrica.org](mailto:bmusya@tfnafrica.org) FAX: +254 – 20 – 273 3634 (attn: Bramuel Musya)*

**Alternatively, you may do a direct deposit into any Barclays Bank, Nairobi, Kenya using the same information above.**

**If neither of these payment methods is suitable for you, please write us directly at: [bmusya@tfnafrica.org](mailto:bmusya@tfnafrica.org) and we will try to accommodate on a case by case basis.**

## **V. AIRPORT PICK-UPS**

We will try to provide transportation between the Jomo Kenyatta International airport and the conference venue for a round trip fee of \$25. It is important that we receive your complete travel details well in advance to facilitate efficient planning. Persons may arrange their own transportation for other personal business.

## **VI. AMMENITIES**

If you will need Internet connectivity, please notify the registration desk on arrival for arrangements. (For full delegates only). Day delegates residing at the PCEA guesthouse may access Internet there.

Upon arrival at registration on the day of the conference, you will be provided with a packet of information and finalized schedule of the Orality Conference events.

## **VII. TERMS AND CONDITIONS**

**Fees DO NOT include:** Airfare, bus fare or other travel costs to and from Nairobi; fees for obtaining passports, required visas or airport taxes; nor accommodation beyond the period of the Orality Conference.

**Pre-Registration fee:** Due at time of pre-registration and not later than 5<sup>th</sup> May 2008. Final registrations will be processed on first day of Orality Conference at 7:00 am on June 17<sup>th</sup> June.

**Insurance:** We strongly recommend that participants protect themselves by purchasing insurance against trip cancellation, medical and accident expenses and loss of luggage.

**Documents:** We recommend that delegates check with the Kenyan High Commission in their respective nations to know whether they need a visa to travel to Kenya. The Conference Coordinator upon request may provide visa letters. Passports and Yellow Fever vaccination certificates are required.

**Validity:** Should any of the prices given increase by more than 3% or if the exchange rate surpasses Kshs. 64: US\$1.00, the Orality Conference Coordinating Team reserves the right to adjust the charges passed on to participants.

**Responsibility:** The organizers of the Orality Conference EA 08 are comprised of various participating ministries and volunteers. They and their appointed assistants act only in the capacity of agents for participants in all matters pertaining to accommodation and transportation from the bus-rank/airport and as such hold themselves free of responsibility for any damage(s) from any cause(s) whatsoever. The organizers will not be responsible for any damage, expense or inconvenience caused by late air or bus arrivals or departures or by any change of schedules or other conditions, nor will they be responsible for the loss of, or damage to, baggage or any article belonging to the passenger.

**Right to decline registration:** The Orality Conference EA 08 Organizing Team reserves the right to decline registration of applicants who do not meet the above stated requirements for pre-registration and registration.

**For further information, you may contact:**

**Bramuel Musya, MANI Orality Committee Secretary**

Email: [bmusya@tfnafrica.org](mailto:bmusya@tfnafrica.org)

**Rev. Theo Asare, MANI Orality Committee Chairman**

Email: [theo@theovision.org](mailto:theo@theovision.org)