**Registration Form**

Registration is compulsory for the **2017 UCLG World Council in Hangzhou**.

Please note that there is a separate process for booking accommodation.

Please complete this form and send it to the UCLG World Secretariat at UCLGExBu@uclg.org **before 10 November 2017.**

**Please provide all information requested in this form**

**to enable us to facilitate your participation.**

**Please note that you will need to provide the following information for each member of the delegation attending the World Council:**

**Surname(s): First name(s):**

**Official title:**

**Organization/Local Government:**

**Postal address:**

**City: Country:**

**Tel.: Mobile phone:**

**Fax: Email:**

**Date of birth: Nationality:**

**Passport Number:**

**Date of arrival: Flight/train number:**

**Date of departure: Flight/train number:**

**Participation in the World Council as:**

* Member of the World Council
* Substitute of a World Council member
* UCLG member
* Partner
* Other (please specify)

**If substituting a member of the World Council, please provide the name of the member:**

**Choose the events you will take part in:**

* World Council meeting in Hangzhou
* Executive Bureau meeting in Hangzhou
* Forum on Smart City and Big Data
* Welcome reception

**Do you need a visa to enter China?**

* Yes
* No

Should you require a personalized invitation letter, please write to the team in Hangzhou at the following email addresses: Wang Jie: wangjie@hzfao.gov.cn and Sun Yi: sunyi@hzfao.gov.cn, putting in copy UCLGExBu@uclg.org.

**Preferred language for communication:**

* English
* French
* Spanish

**Twitter account:**

**Below are the official hotels for the participants of the UCLG World Council.**

**Please indicate in which hotel you plan to stay and follow the instructions for booking provided.**

**Please book your accommodation before 31 October 2017 to ensure availability and negotiated rates.**

* *The Dragon Hotel* \*\*\*\*\* - from €115 (meeting venue)

Visit <http://www.dragon-hotel.com/en> and enter the Corporate ID **uclg2017** for negotiated rates

* *Zhejiang Narada Grand Hotel* \*\*\*\*\* - from €80 (5 minutes’ walk from meeting venue)

Please send the form accessible via the following link below to chris@naradahz.com to book your stay: http://docs.uclg.org/circulars/2017/26/hotel\_booking\_form\_nerada\_grand\_hotel.doc

* Other (please specify)

Your data will be processed and included in a file owned by UCLGin order to manage payment for and inscription in the event, to assess the number of visitors, provide support in booking accommodation and other related services, the organization of *networking* activities and foster cooperation amongst participants and relationships with destination cities. For the latter purpose data may also be communicated to public entities in the destination city (Embassies, local bodies and ministries).

Likewise, your data will be used for sending communications and information relating to other events in which UCLG participate and for carrying out monitoring, statistics and the analysis of the emails that we send in order to verify correct delivery, assess the response received and improve our communication with addressees.

During the event UCLG will publish images, texts and videos worldwide of attendees or speakers for promotional purposes and in compliance with the objectives set out in its Constitution. These publications will be made via various means and formats (Internet, social networks, brochures, publications, press etc.) without such activities implying a right of compensation in favour of the affected, nor are mandatory. If you have any objections you should inform the World Secretary before the event (lopd@uclg.org). If you do the inscription on behalf of others, you should inform them about the content of this clause.

You may exercise your rights by submitting a request addressed to UCLG (Carrer d’Avinyó 15 (08002) Barcelona, Spain) attaching a photocopy of your DNI or Passport.