



**SPONSORSHIP FOR YOUR ORGANIZATION: IFAP MEMBER**

**NOMINATION FORM**

*Please complete this first page and send it back to [ifap@ifap.org](mailto:ifap@ifap.org) as soon as possible and in any case not later than **31 August 2008**.*

IFAP has obtained funding to cover travel and living expenses for one representative from its member organisations from developing countries, up-to-date with the payment of their subscription to IFAP, to participate in the **Regional Seminar-Workshop: Promoting the participation of Asian women in farmers' organizations on 27-29 October 2008 in Ani Plaza Hotel, Armenia.**

Please nominate a representative on the form below. **It is important to give the name of your representative as soon as possible, so that invitation letters can be prepared for visa applications, if required, to enter Armenia.**

The draft programme is enclosed.

**Thank you.**

Country: .....

Organization: .....

Address: .....

.....

Telephone: ..... Fax: .....

E-mail: .....

Name of your representative: .....

Position: .....

**We can confirm that:**

Our nominated representative undertakes to participate in all sessions of the above meetings, 27-29 October 2008 and accepts all other conditions as laid down overleaf.

Our organization undertakes to provide IFAP with up-to-date information as may be requested for the preparation of the meetings and the follow-up.

Date ..... Signature .....

## CONDITIONS AND GUIDELINES FOR SPONSORED PARTICIPANTS

1. For the person nominated, IFAP would cover the cost of travel and living expenses in Armenia from 27-29 October 2008 inclusive. One day prior or after these dates could be covered according to air tickets. Any expenses encountered prior to arrival or after departure from Armenia (visas, airport tax, taxis, meals, and personal expenses) will be the participant's responsibility.
2. Nominee should be **one representative of your organization**.
3. Nominee should be able to express themselves in English (except in the case of Cambodia, Thailand and Vietnam- each country will be allowed extra nominee to serve as translator) .Nominee should be able and willing to represent the interests of small farmers.
4. Participants should get in touch with the Embassy or Consulate representing Armenia in their country urgently to ensure that all visa and health regulations are met.
5. Nominee should **be covered by their own travel insurance**.
6. Nominee undertakes to provide IFAP with up-to-date information as may be requested for the preparation of the meetings and the follow-up.
7. Finally, the last condition for obtaining the grant is that we will ask you to buy your air ticket and to follow the following procedure. It should be an economy ticket (preferably excursion fare). **We need to be informed about the cost involved and exact flight schedule before buying it.** Please send your flight schedule and cost **As soon as possible**. After agreement between us, please proceed to the purchase of your air ticket; send us a copy of the invoice with complete bank details (including SWIFT code) for refund of the ticket (**we will not refund travel agency**). It is very important that we have all these details before leaving for Armenia; this will allow us to speed up the reimbursement after the event. We will collect in Armenia photocopy of your air tickets and related boarding pass.. Note that in case we don't hear from you on this date, the travel grant will be proposed to another organization.
8. Furthermore, we will book your hotel room and all meals will be covered by IFAP.