



**5TH ASEM | RECTORS' CONFERENCE
& STUDENTS' FORUM**

FREQUENTLY ASKED QUESTIONS (FAQ)

**5th ASEM Rectors' Conference
6-8 April 2016, Prague, Czech Republic**

1. ESSENTIALS

1.1. How can I register?

Please fill in the online registration form [here](#). Please ensure that the registration form is fully completed. This includes the uploading of relevant documents.

Kindly note that places are limited; hence, an early registration is encouraged.

1.2 When is the deadline?

We accept registrations until Friday, 29 January 2016, GMT 23:59 hours.

1.3 Who can register?

Registration is only possible upon personal invitation by the Asia-Europe Foundation (ASEF) and Charles University.

2. FEES

2.1 Is there a registration or participation fee for ARC5?

Registration to and participation in ARC5 is free.

3. LODGING & MEALS

3.1 Are accommodation and food provided during the event?

The co-organisers will provide accommodation for the participants travelling from abroad during the Conference programme.

Food is catered for during and as stated in the Conference programme.

For participants who have special dietary requirements, meals will be adjusted accordingly within the given possibilities.

4. TRAVEL, VISA & INSURANCE

4.1. Will travel costs be reimbursed?

The Organisers offer to grant a travel subsidy to participants residing outside of the Czech Republic based on financial needs. If you require a travel subsidy, please indicate this in the online registration form. The Organisers will contact you regarding further details.

4.2 Will visa fees and insurance costs be reimbursed?

Yes, visa fee (if applicable) will be covered within the capped subsidy, if you are granted a travel subsidy.

Insurance expenses are not covered.

4.3 Can the Organisers provide a visa support letter to attend ARC5?

The Organisers can issue a visa support letter. If you require a visa support letter, please indicate this in the online registration form.

5. BACKGROUND INFORMATION

5.1 What is the ASEM Rectors' Conference (ARC)?

The ASEM Rectors' Conference (ARC) is recognised as the Official Dialogue Partner of the ASEM Education Ministers' Meeting (ASEM ME). The 5th ASEM Rectors' Conference (ARC5) delivers policy recommendations directly to the 6th ASEM Education Ministers' Meeting (ASEM ME5) to be held in 2017 in Korea.

5.2 What is the ASEM Education Ministers' Meeting (ASEM ME)?

The ASEM Education Ministers' Meeting (ASEM ME) is held biannually. Its main role is to facilitate political commitment, set the policy agenda and steer the activities of the ASEM Education dialogue process. Each ASEM Ministerial Conference is prepared during 2 Senior Officials' Meetings, which are chaired by the host country of the respective Ministerial Conference and supported by the ASEM Education Secretariat (AES).

Get an overview of past [ASEM Education Ministers' Meetings \(ASEMMEs\)](#).

5.3 What is the ASEM Education Process?

The ASEM Education Process is a process based on the cooperation and partnership between Asia and Europe in the field of higher education and lifelong learning. You can find out more about the ASEM Education Process, by visiting the website of the [ASEM Education Secretariat](#).

Disclaimer: We consider this to be a dynamic document and are open to include further clarifications, if needed and based on questions received.

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