**Introduction to Magazine Publishing Course**

**and Hands-On Workshop Registration**

(November 13-17, 18 2022 in Accra, Ghana)

**Registration Form**

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| **Step 1: Participant Information** |
| **Name (Required)** |
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| First (Given) name |  | Last (Family) name |
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| **Your name as it should appear on your conference badge (Required)** |
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| **Email (Required)** |
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| Enter Email |  | Confirm Email |
|  |
| **Name of your magazine or organization (Required)** |
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| **Mailing address (Required)** |
|       |
| Street Address |
|       |
| Address Line 2 |
|       |  |       |
| City |  | State / Province / Region |
|       |  |       |
| ZIP / Postal Code |  | Country |
|  |
| **The address above is (Select one) (Required)** |
| [ ]  my personal mailing address[ ]  my organization’s mailing address |
|  |
| **Phone (Required)** |
|       |
|  |
| **Website (Required)** |
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| **Your job title or responsibility (Required)** |
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| **Your publishing experience (Required)** |
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| **What do you hope to gain from the course? How do you expect it will help you in your publishing ministry? (Required)** |
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| **You are (Required)** |
| [ ]  female[ ]  male |
| This info is needed for assigning accommodations appropriately |

**Step 2: Venue and Fees**

The conference and workshop will take place at the Presbyterian Women's Center (PWC) in Accra, Ghana. MTI will make the reservation for you. Please complete the information below regarding your stay. Fees can be paid in advance or on arrival in New Ghanaian CEDI (GHS), Nigerian Naira (NGN) or US Dollars (USD). Prices on the registration form are only listed in GHS.

**Conference and Workshop fees (Required)**

Registration fees must be paid by all participants. The conference registration fee includes a reception and supper on Sunday, Nov. 13, lunches Monday through Wednesday, a banquet at lunchtime on Thursday, snack breaks throughout, a text book, other materials, and an intensive course taught by six publishing professionals. The registration fee for both the conference and workshop combined (the second option listed) covers everything that the conference registration fee covers, plus supper on Thursday, Nov. 17, lunch and supper on Friday, Nov. 18, snack breaks, and teaching and personal consulting with publishing professionals. A discounted price for conference and workshop is available if payment is received by September 30, 2022. After September 30, 2022, the conference fee will be GHS 1150 and the combined conference-workshop fee will be GHS 1535.

[ ]  GHS 800 (early registration discount) - I will attend ONLY the conference (13-17 November)

[ ]  GHS 1065 (early registration discount) - I will attend BOTH the conference and workshop (13-18 November)

**Accommodation (Required)**

Accommodation is available at additional cost for those who want to stay at the conference site. Accommodation costs include a shared room and meals. Both air conditioned (AC) and fan (no AC) rooms are available. You may request a single room at additional cost, but as space is limited single room requests will be considered on a first-come-first-served basis. Please select your accommodation preference, as well as your planned arrival and departure dates. Accommodations may be paid in advance or on arrival.

[ ]  I do not need accommodation - I will be commuting to the PWC every day.

[ ]  I need accommodation and would prefer a shared room with AC at a cost of GHS 185 per night

[ ]  I need accommodation and would prefer a shared room with a fan (no AC) at a cost of GHS 160 per night

**Single or shared room (Required)**

You will be assigned a shared room as space is limited. However, we accept requests for single rooms. If available, rooms will be allocated in the order in which requests are received. Please note that additional charges will need to be paid up arrival if you request to obtain a single room. The additional charge per night is GHS 100 for a room with air conditioning (AC) or GHS 75 for a room with a fan (no AC).

[ ]  I would like to request an individual room with AC. I understand that single room charges are in addition to shared room charges.

[ ]  I would like to request an individual room with fan (no AC). I understand that single room charges are in addition to shared room charges.

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| **Arrival Date (Required)** |  | **Departure Date (Required)** |
| Please tell us which day you plan to arrive and check into your room at the conference site. (MM/DD/YYYY) |  | Please tell us which day you plan to check out of your room and depart from the conference site.(MM/DD/YYYY) |
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**Roommate Options (Required)**

[ ]  I have no preference. (MTI will assign a roommate.)

[ ]  I would like to share a room with: ...

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| **Roommate name (optional)** |
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**Dietary Restrictions**

[ ]  Yes, I have special dietary restrictions

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| **Please Explain** |
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**Visa Requirements (Required)**

[ ]  I have a current Ghana visa or a visa is not required.

[ ]  I will need a Ghana visa to attend the conference.

**Final Step: Payment Options and Registration Submission**

**Preferred payment method (Required)**

Because of the challenges surrounding accepting certain foreign currencies as an organization based in the United States, we cannot offer an automatic checkout option at this time. We will invoice you your total conference, workshop, and accommodation fees upon receipt of your completed registration form. You have the option of paying in GHS, NGN, or USD.

[ ]  I will pay in GHS. Please invoice me in GHS upon receipt of my completed registration form.

[ ]  I will pay in NGN. Please invoice me in NGN upon receipt of my completed registration form.

[ ]  I will pay in USD. Please invoice me in USD upon receipt of my completed registration form.