

HERE I AM

New Apostolic Church
International



INTERNATIONAL YOUTH CONVENTION • 30 MAY – 2 JUNE 2019 • DÜSSELDORF

IYC 2019

Guidelines for registration

AS at **August 2018**

IJT 2019 Düsseldorf gGmbH

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1 The registration process

Participants must register as groups through the website of the IJT 2019 Düsseldorf gGmbH (<https://www.iyc2019.org>)

1.1 Registration card

A registration card is required to start the registration process. The cards are distributed by the district churches to their districts and so to their congregations. Printed on each card is an activation code, which is used for the initial registration.

1.2 Group code

Each group receives its own group code. A new group is automatically formed when the group leader initially logs in using the registration card. A group code is then generated and this group code allows other participants to join the group. They then automatically belong to that group.

1.3 Groups

Registration for the IYC 2019 is by groups, similarly to the EYD 2009. A group is the so-called core community on which the IYC 2019 is based. The following points should be noted:

- a) One group leader responsible per group
- b) The group leader can nominate one or more persons to deputise
- c) It is recommended that groups consist of 10 to 15 participants but is not binding
- d) Multiple groups per congregation is possible
- e) Groups can be formed from mixed congregations. The district church of a group is determined by the home congregation of its group leader
- a) All participants of a group will be accommodated together

1.4 Group leaders

The group leader is the central contact person for the group and for the organisers of the IYC 2019 and is responsible for all organisational aspects of the group. He/she must be of full age by 30th May 2019.

Other duties of the group leader are:

- a) Compiling the list of participants and managing their registration
- b) Collecting entry fees and transferring them to the IJT 2019 Düsseldorf gGmbH
- c) Booking accommodation on the exhibition premises or by own arrangements
- d) Distribution of participants' passes to the group members
- e) Completing travel plans, where required in agreement with the district or district church
- f) Guardianship of underage group members (the guardianship can also be undertaken by another fully aged member of the same group.)
- g) Accompanying and leading the group (other members can be named to assist for larger groups.)
- h) Remains overnight together with the group (group leader in hotel and group in a dormitory hall is not permitted!)



1.5 Group registration

The group leader registers him/herself in the IJT system and can then invite members to join the group either by email or by using the individual group code. Participants will normally input their details themselves. Group leaders can also do this on behalf of group members in special circumstances.

The group leader will always be informed when participants register to or deregister from the group.

It should be noted that underage children can only take part at the IYC 2019 with an undersigned parental declaration of consent. The form of consent will remain with the group leader or with the group member nominated as the guardian.

1.6 Individual registration

Registration by individual persons should be avoided when possible. A person registering individually is seen as a group with only one participant, who is also therefore the group leader. As long as the payment sequence has not begun, the group leader can add members to the group, whereby the individual registration becomes a group registration.

1.7 Family groups

Those who want to come accompanied by small children (from 2 years old) can register separately as a family group. Separate sleeping arrangements will be available on the exhibition premises for the family groups who are not seeking private accommodation. A family group is limited to the group leader (father or mother, or a guardian), the partner and the children of the family. Further members of a family group are not provided for.

Registration will be as per a group registration, with the exception that the group leader will also register the children and his/her partner.

1.8 Registration of congregational rectors, district ministers, Bishops and Apostles

Registration can be made either as part of a group from the home congregation, including joint accommodation in one of the dormitory halls or as an independent group.

An independent group registration is mandatory if private accommodation is being considered.

1.9 Minors travelling alone

It is not possible for minors to arrive alone. An exception is when staying with relatives in the vicinity of Düsseldorf. Registration, in this instance, must be made through a locally situated group leader, who must take on the responsibility for the minor throughout the period of the IYC 2019.

2 The IYC system

A web portal is available to register under the address: <https://www.iyc2019.org>. It is possible to login to the system at any time following initial registration, for instance when inviting more participants or altering details given.



2.1 Registering

The registration system is accessed through the official website of the IJT2019 under the section "Taking part → Registering".

Each group leader and every group member must first register. This process does not require the registration code or the group code.

When successfully registered and the email address has been verified, it is possible to login as a group leader or a group member.

2.2 Logging in as a group leader

This function requires the registration code to be given first. When the registration code has been verified, the IJT system creates a new group and assigns the group's leader. Simultaneously a group code is generated, which the group leader can see in the menu "Invite group members".

Further options available to the group leader are:

- a) Process own personal details
- b) Invite prospective group members
- c) Input details of group members
- d) Process group member details
- e) Remove group members from the group
- f) Name deputies
- g) Process group details
- h) Start the payment process.

2.3 Logging in as a group member

In order to login as a group member it is necessary to have the group code for that group. This code can be obtained from the group leader or from members who have already logged into the group.

When the system has recognised the group code, the group member has the following options available:

- a) Process own personal details
- b) Invite prospective group members
- c) Leave the group



3 Registration sequence

3.1 Group leader registration

1. Login to the IYC system
2. Register, using the group leader's registering code
3. Complete personal details
4. Invite further participants through the "Invite group members" function by email or by using the group code provided by the system.
5. Alternately, input group member details by hand through the "add group member" function.

In this case, in compliance with the new European-wide General Data Protection Regulation, the group member being registered must complete and sign either the form "**Registering as the member of a group**" or "**Registering as the member of a group – simplified version**". For minors, the additional requirement is the signature of the legal representative.

An exception to this regulation is the family group.

6. Complete the details of uncompleted group member information.

3.2 Group member registration

1. Login to the IJT system
2. Login as a group member using the group code (the group leader will be informed by email)
3. Complete personal details
4. Invite prospective participants to the group through the "Invite group members" function by email or by passing the group code on.

4 Before travelling to the IYC 2019

4.1 Paying the participants' entry fee

4.1.1 SEPA bank transfer

Payment within the SEPA domestic area is in the form of a bank transfer to the account of the IJT 2019 Düsseldorf gGmbH.

The term SEPA (Single Euro Payments Area) denotes the unified euro payment area and is a standardised payment system throughout Europe.

The group leader activates the billing process in the IJT system. The consequence of starting the billing process is that the group is frozen for further processing and the group leader receives an email with details of payment due, bank account of the recipient and the purpose to be recorded on the transfer. Details of payments made will be electronically compared with the IJT system. When the details agree, the process of accommodation booking and participants' passes for the group is started. Otherwise the timely distribution of passes or even participation to the IYC 2019 may not be guaranteed.

The billing process should be completed by 28th February 2019, so that accommodation can subsequently be booked before the participants' passes are printed.



4.1.2 Billing process beyond the euro payment area

Payments from countries where the SEPA bank transfer is not possible will be made in two stages through the district church.

In this instance, the group leader starts the billing process similarly to the SEPA process and he/she will also first receive an email, giving details of payment due, bank account of the recipient and purpose to be recorded on the transfer.

The group leader will transfer the payment to the bank account of his/her district church in accordance with the local transfer procedures and including the purpose for the payment transfer.

The respective district churches will be kept informed at regular intervals by the IJT 2019 Düsseldorf gGmbH with lists of registered groups and their billing processes which have been started. Each list will contain a unique purpose of transfer which must be included in the transfer of the total sum to the IJT 2019 Düsseldorf gGmbH. A separate bank transfer must be made for each list. Combining lists into a single bank transfer is not provided for.

Here, again, details of payments made will be electronically compared with the IJT system. When the details agree the process of accommodation booking and participants' passes for all the groups corresponding to the lists and their unique transfer purpose will be started. Otherwise the timely distribution of passes or even participation to the IYC 2019 may not be guaranteed.

4.1.3 Payment on site

In special circumstances payment can be made on site at the service point. However, in this case participants' passes will only then be first handed out.

4.2 Participants' passes

Each participant will receive a personalised entry pass. The participants' passes will be printed from 1st April 2019 and subsequently delivered to the group leaders. Group leaders will then distribute the passes to the respective group members.

Groups which miss the payment process deadline or register themselves after 1st April 2019 will firstly receive their participants' passes onsite at the service point.

4.3 Accommodation details

Arrangements for the dormitory halls will be available to view on the IJT system from 1st March 2019, as organised by the support team.

5 Arrival

5.1 Accreditation

Accreditation of each group is not envisaged. Groups are automatically considered as being accredited on 30th May 2019.

5.2 Cancellation – returning participants' passes

A full refund of entry fee will be allowed on cancellation up to 1st April. From 1st April 100 euros only will be refunded, due to accrued printing and processing costs. In this instance it is essential that participants' passes are returned. Refunds can be made as follows:



- a) Through the group leader at the onsite service point in Düsseldorf
- b) Through a delegated group leader or group member from another group of the same congregation/district at the onsite service point
- c) By post to the IJT 2019 Düsseldorf gGmbH

It is also possible to exchange participants' passes with others when hindered from attending. In this event the old pass must be returned and a new pass printed onsite in Düsseldorf for the new participant.

The support team is happy to assist with any questions under registration@ijt2019.org