



Registration instructions to the conference

Sustainable Energy for Africa 2021

Participants are invited to register and pay their fees as soon as possible to the website <http://www.se4a.africa>.

Participants may register up to November 5th. The registration fees must be paid at registration time by bank transfer (all transfer fees at your charge) or by credit or debit card (using the Kkiapay web application). The registration fees are low in order not to be an obstacle for participants: 200.000 XOF (FCFA) (about 300 €) for participants who attend the conference in person and 35.000 XOF (about 50 €) for “in virtual” participants, via Zoom. For “in person” participants, fees include lunches, coffee pauses and the welcome reception on the first day of the conference, etc.

The registration process is as follows:

- go to the site <http://www.se4a.africa>
- click on "register now"
- then click on "apply" on the line corresponding to your mode of participation, for instance "registration in virtual"(those who plan to participate "in person", i.e., in the conference room in Cotonou, click on apply on the line “in person”)
- then fill in the identification form (fields with * are mandatory).
- On the same page, those who participate in person must tell if they come to the banquet and how many people will come (1 if they come alone, 2, if they come with one other person, etc.)
- Then click on apply below on the page.
- Then appears the summary page. From there you can still modify or cancel your registration. To proceed, click on the Checkout button right at the bottom of the page.
- On the payment page, one gets the payment instructions: either by bank (you must write as communication the reference number appearing on the summary line and your name); or by credit card (the transaction cost is lower). Payments by credit card use a payment application, Kkiapay. There are several links corresponding to the amounts to pay. Click on the link corresponding to the amount you have to pay.
- In case of payment by credit card, you get a receipt from the Kkiapay application.
- In case of payment by bank you also get a payment report from the bank.
- In both cases, you must send this proof of payment to receipts@se4a.africa.

- You will receive a mail confirming that your registration is effective (at most 3 working days later).

Participants who cannot find in their institution, their projects etc. the means to finance their participation (travel costs, accommodation costs) may introduce a request for sponsoring at sponsoring@se4a.africa. However, this conference is organized by academies who have only very limited budgets for this sponsoring. We are actively looking for external sponsors, but we will certainly not be able to finance all requests. Therefore, we recommend looking for sponsoring in your local environment first. If you introduce a request, please include a detailed and realistic budget. Requests of a lump sum amount will not be considered.