



Refined Renewed Radiant

## Registration Handbook

# Jesus Youth Jubilee Conference

28th Dec. 2010, 4 pm to 1st Jan. 2011, 4 pm

The Jubilee Conference is all set to stand out as a unique event in the life of every Jesus Youth. The days will be power-packed with an engaging blend of catechesis, seminars, concerts and opportunities for service and prayer. While the morning sessions will be held in different streams (Kids, Pre-Teens, Teens, Youth, Families, Priests, Religious & Singles), the afternoon workshops will be based on contemporary themes & life situations and will be self organised, fellowship based gatherings. The evening hours are set aside for spectacular rallies and festivals that will evoke the joy of celebrating the Jubilee by showcasing new levels of radiant, contemporary and artistic expressions of faith.

## PLANNING AND PREPARATION

The Conference preparations are in full gear and Kochi is getting ready to welcome the youth of the world in what can be best described as a cultural exchange in the context of faith.

### Go groups!

The organisers of the Conference are strongly encouraging participants to organise themselves into groups for the purpose of registering and attending events at the Jubilee Conference. Being in groups will aid in the smooth running of the event **but more importantly**, the experience of all the participants will be enhanced through group participation; journeying together, having time to pray and sharing the spiritual joy with others before, during and after the big event.

**During the Conference, members of a group will share the same:**

- **Accommodation type**
- **Transport around Kochi**

Each group will have a Group Leader and he/she will be the primary point of contact between the group and the Jubilee Conference organisers.

## Role of Group Leaders

**To become a Group Leader for this Conference, he/she must be responsible for a JY fellowship group or have been responsible for one in the past.** A Group Leader must be 18 years or older. The Group Leader is responsible for:

- Registering the group
- Determining the participant group's requirements in terms of accommodation, travel, events, meals, special needs, etc
- Ensuring that all group members complete their participant registration (and visa application process for International delegates) on time
- Ensuring that the group payment is made on time
- Keeping the group informed about registration dates, payment dates and any changes to the group itinerary
- Channeling any issues/requests from the group members to the Jubilee Conference team

## Best group size

- For the purposes of logistics, it is strongly recommended that the groups not be too large. For example, it may not be possible to accommodate more than 100 participants at the same location and remember one coach can transport only 45 passengers
- An ideal group size would be anywhere between **5 and 50 members**. Once you cross the limit, consider forming another group
- Remember if the group is too large, the effectiveness of the pastoral and spiritual aspect may be lost

## Assistance for Group Leaders

Registering a group and being a Group Leader should be an enjoyable experience! That is why to assist the Group leaders, the Conference team will:

- Provide information, support, and resources through the website - [www.jesusyouth.org](http://www.jesusyouth.org)
- Provide pastoral resources on [www.jesusyouth.org](http://www.jesusyouth.org) to support the faith formation of the group
- Have a team of volunteers in Kochi to help with orientation, travel, accommodation and any problems that may arise

## Registration

All Jesus Youth wishing to participate in the Conference need to be registered officially through the registration system. Only those who are registered will have passes for the Jubilee Conference celebrations, events and festivals.

- All registrants must be individually identified and attached to a group
- A registrant can belong to only one participant group at a time
- A registrant may be a Group Leader, Participant, Clergy, Religious, Volunteer, a Media person or a combination of the roles
- Registration can be withdrawn or changed by the registrant at any point of time till his/her form is submitted
- Refund of registration fee is possible only in the case of a visa rejection
- The main point of contact between the Conference team and the participants will be the Group Leader although direct contact may be required at times
- The registration system is open only for individuals of 13 years and above. Any individuals younger than this will have to register as part of a family or should be accompanied by a mentor

## Getting started

- The first step to registration is for the Group Leader to register himself/herself on the registration homepage
- To do this, he/she must have at least five other members to be a part of his/her group  
(In most cases, registration will start from prayer groups with the prayer group leader becoming the Group Leader and the other prayer group members becoming a part of the group)
- Once the Group Leader registers, he/she is sent a mail with a unique username and password
- Simultaneously, a verification mail goes out to the concerned authority for registration (in India, to the Group Leader's zonal/regional contact person and for countries outside India, to the Group Leader's regional/national contact person)
- Once the Group Leader is approved, he/she can then add other members to the group
- In those cases where a Jesus Youth finds it difficult to locate a JY fellowship locally, ONLY then does he/she have the facility to register as a participant. Post registration, the system will refer him/her to a Group Leader

## Registration fees

**Package prices will reflect the group's country of nationality.**

Group A	USA, Canada, UK, Ireland, Germany, Australia	Rs. 5,000/-
Group B	Italy, Switzerland, Austria, UAE, Oman, Qatar, Bahrain, Kuwait, SA, New Zealand, Singapore, Malaysia	Rs. 3,000/-
Group C	Pakistan, Sri Lanka, Bangladesh, Bhutan, Cambodia, Thailand, Africa	Rs. 1,500/-

## INDIA

Group A	Non-working people (including students) and people with annual income less than Rs 60K	Rs. 750/-
Group B	People with Annual income less than Rs 1.2Lakhs	Rs. 1000/-
Group C	People with Annual income above Rs 1.2Lakhs	Rs. 1500/-

## CHILDREN

Up to 7 years	Free
Between 8 and 13 years	For Indian participants, Rs. 500/- and for all International participants, 50% of the adult registration fee
Above 13 years	Full payment

## Accommodation options

Category	Cost
Non AC dormitory for youngsters	Rs. 120-150/day/person
AC dormitory for youngsters	Rs. 150-200/day/person
Non AC double bed hotel room for families and youngsters	Rs. 800-1200/day/family(two youngsters)
AC double bed hotel room for families and youngsters	Rs.1200-1500/day/family(two youngsters)

Note: Paid accommodation is subject to availability and will be strictly on a first come first serve basis.

## What next

- After approval, the Group Leader can login to his group account and add members
- Details of group members can be entered/edited  
(In special cases where online registration is difficult, the forms can be downloaded, filled by members and given to the Group Leader. He/she will then need to enter this data into the system)
- Group arrangements can be made – accommodation type, food preferences, special needs, etc
- Group Leaders should start enquiring about travel arrangements with airlines and confirm travel plans at the earliest

- The Group Leader should ensure that the group members understand the process of registration and the visa application process (for foreign delegates)
- The Group Leader should inform the group members of the dates that payment will be required

## Registration pointers

- The registration fee includes a simple accommodation (in institutions), all meals and travel between the venue and accommodation centre
- Any upgrades in accommodation will be charged additional from each individual/family
- The Conference team will not organise any individual pick ups or drops. If arriving in a group and with prior communication to the Conference office, travel arrangements can be made at a nominal cost
- Visa invitation letter for foreign delegates will be issued only after all registration formalities include the payment has been completed

## Last date for registration

For all NRIs/foreign delegates: 15th September 2010

For all Indian delegates: 15th October 2010

## FAQs

### Registration

#### 1) How old does one need to be to register for the Conference?

You must be at least 13 years of age to register individually for the Conference. If younger, you will have to register with your family or be accompanied by a mentor.

#### 2) What is the registration process?

- Find out at least five other Jesus Youth from your fellowship circle who are interested to participate in the Conference
  - Get the Group Leader to register first
  - Once the Group Leader is approved, he/she can add the other members to the group.
- (The Group Leader may share the group login details so that members can add/edit their personal information)

#### 3) I am not a part of any ministry or team. How do I register myself for the Conference?

Get in touch with the leader of your fellowship circle. He/she will be able to help you.

#### 4) There is no JY in my locality/region/country. How do I register for the Conference?

If you are not able to find any JY locally, go ahead and register as a participant. The

registration system will help you connect to the network.

**5) When is the last date for registration?**

For all NRIs/foreign delegates, the last date for registration is 15th September 2010.

For all Indian delegates, the last date for registration is 15th October 2010.

**6) My holiday plans for December will be finalised only by end October. Would it be too late to register then?**

You will have to register for the Conference before the registration process officially closes. Any registrations received after that will not be accepted.

**7) I live in a place where internet connectivity is limited. Do I have any other way to register for the Conference?**

The registration for the Jubilee Conference will be completely online. But we understand that all who attend the Conference will not have internet connectivity. In such cases, one can download the registration form, fill up the details and submit the completed form to the Group Leader. The Group leader will then need to enter these details into the registration system.

**8) Once I enter my details in the registration system, is it possible to keep making changes?**

You are to SUBMIT your registration only after you complete your profile, pay the registration fee and get a payment confirmation. Till then, your details are in a SAVED state and you can make changes/withdraw your registration if required. After submission, change in details/withdrawal of registration will not be possible.

**9) I live in Dubai and my family in Kerala. I would like to participate in the Jubilee Conference with my family as I am planning a vacation at that time. How can I register for the Conference, should I do it with a group here or along with a group in Kerala?**

In case of participation with family, it is always advisable that the family members belong to the same group. In this case, you being the family head should register you and your family members along with a group from Dubai.

**10) If the husband is working in one country and the family members are residing in another country, how is the registration amount calculated?**

Each individual participant has a profile where his/her personal details including location are entered. The system automatically calculates the registration amount based on the country entered.

For example, if the Husband enters Germany, his non-working wife and 10-year-old child enter India, registration fee is calculated as:

Husband – Rs 5000 (Germany is a group A country)

Wife – Rs 750 (non working from India)

Child – Rs 500 (aged between 8 and 13 from India)

So, the total amount payable by this family is Rs 6250.

### **11) How do I pay the registration amount?**

Your registration amount can be paid by:

- 1) Bank to Bank transfer
- 2) Demand Draft
- 3) Cash

### **12) To which account should I transfer the money?**

All payments need to be directed only to the official bank account of the Jesus Youth Jubilee Conference. Account details are as follows:

Account Name : Jesus Youth Jubilee Conference 2010  
Account No : 05201450000062  
A/C Type : Savings  
Bank : HDFC  
Branch : PALARIVATTOM, COCHIN, KERALA, INDIA  
IFSC Code : HDFC0000520  
MICR Code : 682240003

## **Groups**

### **1) Who is a Group Leader?**

A Group Leader is a person who is responsible/has been responsible for a JY fellowship group.

### **2) When does one register as a participant?**

One registers as a participant only if he/she is unable to locate a JY fellowship locally.

### **3) What is the preferred group size?**

Any number between 5 and 50 is ideal.

### **4) Do all who register as Group Leader get to become one?**

No, to become a Group Leader you must be authorised by your zonal/regional authority. Only if you are approved, can you add members to your group.

### **5) What if our Group Leader is not authorised?**

This happens because there are already sufficient numbers of Group Leaders from your area. We recommend you get in touch with one of them and register as a part of their group. Your regional/zonal leader will guide you in this process.

### **6) How do we start registering as a group?**

Jesus Youth who are part of the same fellowship and interested in attending the Conference can come together and register as a group. In most cases registration can start from the prayer group with the prayer group leader becoming the Group Leader and the prayer group members becoming the group members.

### **7) Can I register outside a group?**

The Conference team expects everyone to register as a part of a group. However in

those cases where an individual finds it difficult to connect to a local JY network, we have made arrangements for individual registration. Here, the system will direct you to a group after registration.

### **8) I recently moved from India to London for my studies. All my friends will be registering from back home. Can I register with the Indian group?**

No – you will have to register from the country you reside now. All communication from the Conference office will be reaching you via your Group Leader. So it is advisable to find local Jesus Youth and register with them.

## **Cost**

### **1) How much does the registration cost?**

The cost reflects the country that you represent.

#### **GENERAL**

##### **Group A: Rs. 5,000/-**

Countries: USA, CANADA, UK, IRELAND, GERMANY, AUSTRALIA

##### **Group B: Rs. 3,000/-**

Countries: ITALY, SWITZERLAND, AUSTRIA, UAE, OMAN, QATAR, BAHRAIN, KUWAIT, SA, NEW ZEALAND, SINGAPORE, MALAYSIA

##### **Group C: Rs. 1,500/-**

Countries: PAKISTAN, SRI LANKA, BANGLADESH, BHUTAN, CAMBODIA, THAILAND, AFRICA

#### **INDIA**

**Group A:** Non-working people (including students) and people with annual income less than Rs 60K

Registration fee: Rs. 750/-

**Group B:** People with Annual income less than Rs 1.2 Lakhs

Registration fee: Rs. 1000/-

**Group C:** People with Annual income above Rs 1.2 Lakhs

Registration fee: Rs. 1500/-

#### **CHILDREN**

**Up to 7 years:** Free

**Between 8 and 13 years:** For Indian participants, Rs. 500/- and for all International participants, 50% of the adult registration fee

**Above 13 years:** Full payment

### **2) Can I make the payments after reaching the Conference venue?**

No. Your registration will not be accepted unless all payments have been cleared.

### **3) What all does the registration fee include?**

The fee will include your meals, a simple accommodation (individuals in institutions, families with local families) and also travel between the venue and the accommodation centre. Any upgrades will be charged additional.



#### **4) What if I need to cancel my registration? Will I be refunded?**

Refund of amount is possible only in the case of a visa rejection.

#### **5) Are there any discounts for early registration?**

No, there are no discounts for early registration.

#### **6) I live outside India for the last one year; can I register from India to save money on the registration amount?**

You are required to register from the country where you currently reside.

## **Accommodation**

#### **1) Can I arrange for my own accommodation?**

Yes, you can arrange your own accommodation. Make sure to indicate that in your registration form. However, there won't be any change in your registration fee.

#### **2) I will be registering with my group from Australia. But I have a lot of JY friends in India. Is it possible to arrange my accommodation outside the group?**

You will be assigned accommodation only with your group.

#### **3) Do I have any choice of accommodation other than the simple accommodation?**

Yes, you do. As an individual you can choose between:

- (i) AC or non AC dormitory
- (ii) AC or non AC hotel room (twin sharing basis)

If you are coming as a family, you can choose to stay in a hotel (AC or non AC double room).

We strongly encourage all the youngsters who are joining us from outside India to go for paid accommodation. It will be helpful if some of the families can opt for hotel accommodation too.

#### **4) How much does the paid accommodation cost?**

- (i) Non AC dormitory for youngsters: Rs. 120-150/day/person
- (ii) AC dormitory for youngsters: Rs. 150-200/day/person
- (iii) Non AC double bed hotel room for families and youngsters: Rs. 800-1200/day/family(two youngsters)
- (iv) AC double bed hotel room for families and youngsters: Rs. 1200-1500/day/family(two youngsters)

All paid accommodation will be allocated on a 'first come first serve' basis.

#### **5) Is paid accommodation included in the registration fee?**

No, the registration fee covers only a simple accommodation. All upgrades will be charged extra from each individual/family.

#### **6) What are the accommodation options available for a priest/religious sister/seminarian?**

Priests/religious sisters/seminarians can opt to make use of the Conference

accommodation (stay in various religious institutions close to the venue). Alternatively, accommodation can be arranged by self.

**7) I am planning to attend the Conference with my wife and kids. Will I be accommodated in an institution? I don't want to go for a paid accommodation either.**

All those who attend the Conference with their families will be accommodated with a family, staying close to the venue.

## **Others**

**1) Is any sight seeing included in this package?**

No, sight seeing is not included. If you wish to tour the city, there are plenty of resources for you to check online. But you should find time for any such activity either before or after the Conference.

**2) I am travelling to India for the first time. Can some local pilgrimages be organised after the Conference?**

The Conference team will not be organising any pilgrimages. Once you reach Kochi, you are free to make your own plans.

**3) Is the Conference intended only for Jesus Youth members?**

Anyone who has been associated with the movement – as a friend, benefactor, member, elder, pastor, animator, well wisher – are welcome to participate in the Conference.

**4) How do I become a volunteer for this Conference? Do I have to pay the registration fee if am a volunteer?**

Everyone who is a part of the Jubilee Conference must be registered online by paying the same fee. Volunteers will be assigned only by the Conference office.

**5) I have got an important function to attend on 28th December/1st January. So can I come late/leave early from the Conference?**

No participants will be allowed to skip any part of the Conference. For a productive outcome, it is mandatory to attend the Conference in whole.

**6) My parents/relatives/friends are interested in attending the Conference but they are not Jesus Youth. What do I do?**

If your family is interested to participate in the Conference, they can go ahead and register as a family. In case you are accompanying them and are above 13 years of age, you will have to register outside the family as a separate individual.

**7) Is there insurance coverage for the event?**

No insurance coverage is being provided. Individuals are free to arrange for themselves if necessary.

**8) Will the Jesus Youth office provide the visa invitation letter?**

Yes, you will be provided with the invitation letter once you complete the registration process and make the necessary payments.

**9) I will be landing in Kochi on 27th morning. Is it possible for the Conference office to arrange for my travel to the venue?**

No arrangements will be made for individual pick ups or drops. However if you are arriving in a group, travel can be arranged at a nominal cost with prior communication to the Conference office.

**10) Are different types of menu available for food?**

All meals will be variations of Indian cuisine. You have different choices like vegetarian/non-vegetarian/spicy/non-spicy, Kerala meals, North Indian meals, kids' meals, etc.

**For any clarifications,**

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Visit: [www.jesusyouth.org](http://www.jesusyouth.org)