

# 1<sup>ST</sup> EASTERN AFRICA AGROECOLOGY CONFERENCE- CALL FOR REGISTRATIONS

**Date:**

**21<sup>st</sup>-24<sup>th</sup> March 2023**

**Venue:**

**Safari Park Hotel,  
Nairobi, Kenya**



***Growing Sustainably***

# Call for Registrations

**Introduction:** The Conference Organizing Committee (COC) of the 1st Eastern Africa Agroecology Conference to be held from 21st to 24th March 2023 in Nairobi, Kenya wishes to invite all delegates who want to attend the conference to register for participation.

**Conference Title:** 1<sup>st</sup> Eastern Africa Agroecology Conference: Transforming Food Systems for Responsible Production, Consumption and Social wellbeing.

**Conference Theme:** Strengthening Resilience and Sustainability in Food Systems for Environmental and Socioeconomic Development.

The conference will be a hybrid event consisting of the following:

1. Preconference meetings(physical and webinars)
2. Main conference (2 days hybrid), consisting of:
  - √ Plenary sessions on food system transformation topics, with inspiring keynote presentations and panel discussions involving key stakeholders
  - √ Break-out sessions along conference tracks with interactive formats (short presentations, panel discussions, fish-bowl discussions, World Cafés).
3. Field excursions to actors of agroecological value chains

Our website: <https://ea-agroecologyconference.org/>

Registration link <https://eaac2023.exordo.com/>

Registration fees <https://ea-agroecologyconference.org/registration/>

Step by step guideline: <https://ea-agroecologyconference.org/how-to-register/>

**Below is a step by step guide on how to register for the conference using our ex ordo platform.**



*Growing Sustainably*

## Create Account

Click the registration button in our website: <https://ea-agroecologyconference.org/> which will lead you to the ex ordo platform.

Create an account by entering your email address, your first and last name as well as a good password you can remember. As shown in the screenshot below.

# 1ST EASTERN AFRICA AGROECOLOGY CONFERENCE

### NEW TO EX ORDO?

**Email Address**

**First Name**

**Last Name**

**Password**

**Create Account** →


### LOGGED IN PREVIOUSLY?

**Email Address**

**Password**

**Login** → [Forgot your password?](#)

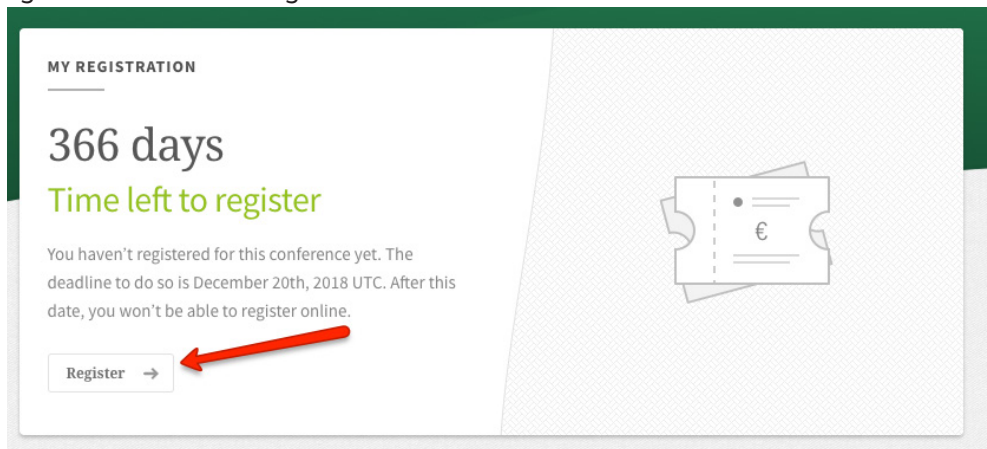
OR



Click create an account to open your dashboard.

## Dashboard

Once you create your account, it will take you to your dashboard where you will find two cards one for submit abstract and the other for registration. To register click on the register button in the registration card

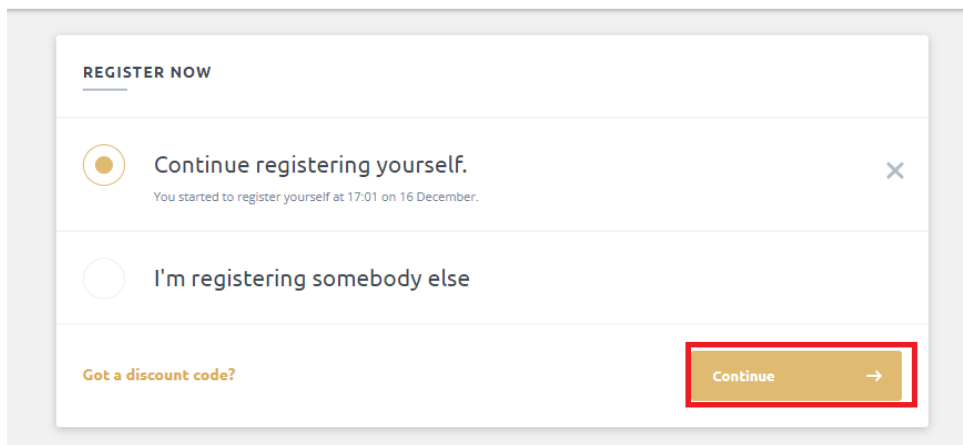


### Follow Register now prompt

Clicking on Register button in the registration card which will take you to the conference registration form and follow the steps as guided.

### Step 1) Register Now

In this prompt you can choose to register for your self or for some one else. once you choose the option you prefer, click continue.



## Step 2) Guide for Delegates

Guide for delegates is the first step in the process. Here you will see some conference details, terms and conditions or any other important information related with the conference such as the registration fees.

### Make sure you read the guidelines carefully

After reading the guidelines click Next to select your registration fee.



## Step 3) Registration fee

Now it's time to select your registration fee. In this step you can only choose one option, click [here](#) to see more information about registration fee. When you're done, scroll down and click Next:workshops

Registration Fees	
Delegates who pay the student fee must provide a valid student ID on the day.	
Normal Delegates Early Price	\$200.00 \$150.00
Virtual Delegates	\$150.00
<input checked="" type="checkbox"/> Student Delegates	\$100.00
Exhibitions	\$500.00
Support the Event	\$1000.00

## Step 4) Workshops

We have different workshops, in here you will choose all workshops you would wish to attend. we are not charging for the workshops.

To select a workshop click on the name of the workshop. The ones you will not attend leave them as not attending as shown below

After selecting workshops **click next. social events**

**Production, productivity, scaling up and sustainability of farming systems based on environmentally friendly technologies and methodologies.**

<input type="checkbox"/> Not attending	
<input checked="" type="checkbox"/> Production, productivity, scaling up and sustainability of farming systems based on environmentally friendly technologies and methodologies.	\$0.00

**Best practices towards food security, nutrition, consumption, and health: Soil health and farmer managed seed systems.**

<input checked="" type="checkbox"/> Not attending	
<input type="checkbox"/> Best practices towards food security, nutrition, consumption, and health: Soil health and farmer managed seed systems.	\$0.00

## Step 5) Social Events

The conference will have one social event which is the field visit. kindly note the field visit will cost \$30 dollars which are not included in the registration fee.

If you will not attend the social event make sure that ( not attending) option is selected. once done click next.

### Organic Field Visit(optional)

For those delegates who wish to go for a field visit

<input checked="" type="checkbox"/> Not attending	
<input type="checkbox"/> Organic Field Visit	\$50.00

← Back

Next: Additional Information →

## Step 6) Additional information(optional)

In this step, you are required to add any specific information that you would like us to know about you. For example, if you have any dietary needs.

Once done click next

### Access Requirements

Tell the organisers about any dietary or access requirements.

Add any information you would like us to know (dietary need, or any other special need)

← Back

Next: Billing Information →

## Step 7) Billing address

This step is a default step of any registration process. You'll have to add your Billing address and details that will appear on your registration Invoice.

After filling in your information click next

### Billing Address

These are the details that will appear on your registration confirmation receipt.

Affiliation

Test name

e.g. University or organisation.

Address Line 1

Address Line 2

## Step 8) Check out

In this step you will see list of all the services you've selected and the total amount due at the bottom of the page. If you would like to edit your registration you can always go back to any of the steps and make the change.

Once you are happy with every thing you can now proceed to checkout by selecting your mode of payment.

On the checkout step you need to select your payment type(Using PayPal or Bank Transfer). Conference can collect credit card payments, bank transfers or both as shown on the top of the image below.

### Payment Needed

A payment of \$130.00 is due on this registration. Check the details below, then proceed to payment.

Got a discount code?

 PayPal Checkout

Pay Later by Bank Transfer





## Step 9) Payment Using PayPal

To pay using PayPal click the PayPal checkout button, it will prompt you to login to your paypal account where you will proceed to finish your payments see the screenshot. When you complete your payments you will receive an email detailing your payments and the status of your registration will be updated to paid in our platform.

PayPal Checkout - Google Chrome

paypal.com/webapps/hermes?flow=1-P&ulReturn=true&ver...

\$200.00 USD

Pay with

PayPal balance  
Don't use

We'll charge the rest to:

Your Bank

Make this my preferred way to pay

PayPal's conversion rate: 1 KES = 0.00781 USD  
[See currency options](#)

We'll protect you from changing rates and prices. Continue now to lock in this rate and price for 72 hours.  
[Why 72 hours?](#)

+ Add debit or credit card

**Complete Purchase**

If money is added to your PayPal balance before this transaction completes, the additional balance may be used to complete your payment.

[Cancel and return to Biovision Africa Trust](#)

## Step 10) Payment Using PayPal

To pay using PayPal click the PayPal checkout button, it will prompt you to login to your paypal account where you will proceed to finish your payments see the screenshot. When you complete your payments you will receive an email detailing your payments and the status of your registration will be updated to paid in our platform.

PayPal Checkout - Google Chrome

paypal.com/webapps/hermes?flow=1-P&ulReturn=true&ver...

\$200.00 USD

Pay with

PayPal balance  
Don't use

We'll charge the rest to:

Your Bank

Make this my preferred way to pay

PayPal's conversion rate: 1 KES = 0.00781 USD  
[See currency options](#)

We'll protect you from changing rates and prices. Continue now to lock in this rate and price for 72 hours.  
[Why 72 hours?](#)

+ Add debit or credit card

**Complete Purchase**

If money is added to your PayPal balance before this transaction completes, the additional balance may be used to complete your payment.

[Cancel and return to Biovision Africa Trust](#)

## Participant Refund Policy

### Please note:

Conference registration may be canceled with full refund (less a \$50 processing fee) provided written notification is received any time up until four (4) weeks prior to the conference start date.

A 50% refund is available for conference registration and/or workshop registration provided written notification is received between four (4) weeks and two (2) weeks prior to the conference start date.

No refunds will be granted within two (2) weeks of the conference start date. In the case of an emergency/extenuating circumstances, special requests may be considered on a case-by-case basis by the regional leadership team following the conference.

All fees for special events are non-refundable.

Refund requests should be submitted in writing to:

**The Conference organizers,**  
**Biovision Africa Trust c/o icipe, P.O. Box 30772, 00100**  
**Duduvile Kasarani, off Thika Superhighway, Nairobi, Kenya**  
[refund@ea-agroecologyconference.org](mailto:refund@ea-agroecologyconference.org)

For more information visit our website <https://ea-agroecologyconference.org/>  
or write us an email to [registrations@ea-agroecologyconference.org](mailto:registrations@ea-agroecologyconference.org)



*Growing Sustainably*

Visit our website

<https://ea-agroecologyconference.org>

Contact Us on:

info@ea-agroecologyconference.org ||  
registrations@ea-agroecologyconference.org

Po. Box 30772-00100  
Nairobi, Kenya

Dudu Ville Kasarani  
off Thika Road,