



**WORLD YOUTH EMPOWERMENT ASSOCIATION INC.**

# ITINERARY

## WELCOME TO ADELAIDE

25– 26 July 2010 Arrive and Check in

### RECEPTION DINNER

Date: 26 July Time: 7pm—8pm

Venue: Stamford Plaza Adelaide  
150 North Tce, Adelaide, SA 5000

\$  
1  
0  
0



### SOUTH AUSTRALIAN MAJOR PROJECTS CONFERENCE 2010

Date: 27 – 28 July 2010

Venue: Adelaide Convention Centre

(See attached Delegate Pack for conference programs.)

\$  
1  
3  
5  
0



### POST CONFERENCE FOLLOW-UP

Follow up with conference leads

Date: 29 – 30 July 2010

**\$250** –Arranged and Accompanied by a WYEA Guide (A)

**\$0** – Self arranged and Unaccompanied (UN)

### TOUR ADELAIDE AND WINE REGIONS OF SOUTH AUSTRALIA

Date: 31 July 2010 Time: 9am—4pm

See example <http://www.southaustralia.com/Adelaide.aspx>

\$  
2  
5  
0



### CLOSING DINNER AND SOCIAL NIGHT at SKYCITY ADELAIDE

Date: 31 July 2010 Time: 8pm—till late

Venue: North TCE, Adelaide

\$  
1  
5  
0



**PAY BEFORE 20 APRIL 2010**

## INVOICE

COMPULSORY	AUD \$
SAMP Conference 2010	1350*
WYEA Admin Fee	300
<b>Total :</b>	<b>1650</b>
OPTIONAL **	
Reception Dinner	100
Post Conference Follow-Up (A)	250
Tour Adelaide and Wine Regions	250
Closing Dinner and Social Night	150

### READ BEFORE PAYMENT

- **\*YOU MUST PAY THE SOUTH AUSTRALIAN MAJOR PROJECTS CONFERENCE FEES TO WYEA ACCOUNT (DETAILS BELOW)**— WYEA WILL MAKE PAYMENTS ON YOUR BEHALF TO EXPOTRADE AFTER YOU HAVE BEEN ISSUED A VISA— WYEA WILL NOT BE LIABLE FOR FEES PAID TO EXPOTRADE— READ EXPOTRADE'S REFUND TERMS AND CONDITIONS IN DELEGATES PACK — WYEA WILL REFUND CONFERENCE AND OPTIONAL FEES PAID MINUS WYEA ADMIN FEE IF VISA IS NOT ISSUED — HOWEVER, ONCE VISA HAS BEEN ISSUED TO YOU, THERE WILL BE NO REFUND OF ALL FEES PAID
- **\*\* ADD TO THE INVOICE : YOU CAN CHOOSE AND PAY FOR ANY OR ALL OF THE OPTIONAL PROGRAMS.**
- **YOU MUST NOTIFY US OF DETAILS OF PAYMENT, SO WE CAN ISSUE A RECEIPT —BOOKINGS ARE NOT TRANSFERABLE**

**INTERBANK TRANSFER IN AUD > ACCOUNT NAME: WORLD YOUTH EMPOWERMENT ASSOCIATION INCORPORATED**

**BSB: 085910 ACCOUNT NUMBER: 16 208 6150 SWIFT CODE: NATAAU 3305A (QUOTE THIS SWIFT CODE TO YOUR BANK.) BANK: NATIONAL AUSTRALIA BANK BANK ADDRESS: 43 JOHN STREET, SALISBURY, SOUTH AUSTRALIA**

**WYEA Contacts: 8 Leyden Court, Salisbury Downs, South Australia 5108 Email: [wyea@wyea.org](mailto:wyea@wyea.org) Tel: +61449061457**

## INVITATION LETTER

WYEA will issue an Invitation Letter after you have paid your event fees. Invitation letter is required for the processing of your **Subclass 456 – Business (Short Stay) Visa** application at the *Australian* Department of Immigration and Citizenship (DIAC) office in your region. On the other hand, if you are eligible, your **Sponsored Business Visitor (Short Stay) Visa (Subclass 459)** application will be processed in Australia. If your 459 visa is approved, you will be required to send your passport to the DIAC office in your region for affixing of a visa label.

## VISA

### VISA Conditions:

Prospective delegates must be genuine visitors wishing to visit Australia for agreed purposes. Delegates must comply with visa conditions. This assists our organization gain credibility with the Australian Department of Immigrations and Citizenship (DIAC); making it easier for future delegates to get visa to participate in WYEA programs.

### Subclass 456 – Business (Short Stay) Visa

The World Youth Empowerment Association (WYEA) Incorporated is collaborating with the International Event Coordinator Network (IECN) to ensure a special handling of your 456 visa application at the DIAC office in your region.

IECN is a department of DIAC that facilitates Visa processing for individuals or groups wishing to visit Australia to participate in an event.

For more information about IECN visit this website:

<http://www.immi.gov.au/visitors/event-organisers-participants/iecn.htm>

### How you can help:

Ensure you have a genuine and valid International Traveling Passport

Ensure you comply with visa application requirements, particularly, health and character requirements. Information on health and character requirements are attached below as: Form 1163i.pdf and Australian Immigration Fact Sheet 79\_ The Character Requirement.htm

Ensure you apply for the right visa.

Information on visa is attached below as: Business Visitor Visa Information as at July 09.pdf

Provide genuine and certified documents where required.

Ensure you submit your visa application to DIAC as soon as we have issued you an Invitation Letter or Confirmation of Registration Letter.

(Please, do not apply for visa until we have issued you an Invitation Letter or Confirmation of Registration Letter)

The IECN recommends that applicants apply for visa at least 6-8 weeks prior for paper based applications, and at least 2 weeks for electronic visas.

NB: WYEA and IECN assistance will NOT guarantee a visa grant. Visa applicants must demonstrate that they meet all the legislative requirements for an Australian visa.

### Sponsored Business Visitor (Short Stay) Visa (Subclass 459)

A sponsored visa is provided by the African Chamber of Commerce (AFRICOM) Inc. in conjunction with the Council for International Trade and Commerce South Australia (CITCSA). For more information about CITCSA visit <http://www.citcsa.org.au>

Visa sponsorship by CITCSA and AFRICOM is strictly limited and costs AUD \$375 per visa. The 459 business visa is processed in the DIAC Office in Melbourne, Australia. **(The prospect of being issued a visa through the sponsorship of AFRICOM and CITCSA is high. WYEA strongly advises that you consider this option if you can meet the requirements below.)**

To qualify for the sponsored 459 Business Visa, you will be required to scan and email the following documents to WYEA for onward submission to AFRICOM and CITCSA:

1. A certified copy of your company's registration
2. A certified photocopy of the biodata and visaed page of your passport that contains name, photo, signature, date of birth and passport validity details.
3. A Guarantor Letter from your company and a natural person acting as a guarantor, herein called "Guarantors"; guaranteeing that :
  - a. your intended visit is genuine
  - b. your company authorizes your visit
  - c. you will not breach the visa conditions
  - d. the "Guarantors" agree to indemnify WYEA, AFRICOM and/or CITCSA of any costs arising from your breach of visa conditions. (Guarantor must provide prove of identity including certified copies of his/her travel passport.)
  - e. the "Guarantors" agree that all disputes arising from your breach of visa conditions and enforcement must be governed and construed according to the laws of South Australia and that they hereby submit to the nonexclusive jurisdiction of the courts of South Australia.

**(PLEASE ENSURE THAT POINTS 3a - e ARE ADDRESSED IN THE GUARANTOR LETTER .)**

### How To Apply

If you have paid your event fees, met the requirements above and have received a Sponsorship Letter from AFRICOM or CITCSA via WYEA, you can commence the two-step application process below:

Step 1 - Complete Application Form 1238

Pay the sponsored visa fee, complete and send by email (or courier) a completed FORM 1238 (attached below) including certified copies of the supporting documents in the checklist.

Step 2 - CITCSA Completes Sponsorship Form and Lodges Application

CITCSA will complete a supporting sponsorship form. CITCSA then will submit all application forms and supporting documentation on your behalf to DIAC. **See: [DIAC information on Sponsor Completes Sponsorship Form and Lodges Application](#)**

## QUESTIONS AND ANSWERS

### EARLY PAYMENT

#### **Why do I have to make early payment?**

The reason for early payment is the duration of time it takes for visa to be granted. Early payment gives you the confidence that your visa will be granted before the event date or it can also provide you the opportunity to reapply for a visa if in the first instance it was unsuccessful.

### INVITATION LETTER

#### **Why do I have to pay event fees before receiving an “Invitation Letter”?**

The reason is because the Australian Department of Immigration and Citizenship (DIAC) advised our organization to ensure that prospective Attendees pay their event fees before we issue them an invitation letter. This is to avoid issuing visas to an individual whose intended visit is not genuine.

### BANK TRANSFER

#### **I cannot make payments through bank transfer due to my country’s policy, what do I do?**

Although, WYEA policy of receiving payment is by bank transfer that guarantees you absolute security over your money, however, we will advise you to consult your bank or other financial experts on the alternative method of paying your event fees into the WYEA account.

### EVENT FEE

#### **Does the event fee include travel cost, accommodation and food?**

Delegates are required to organize their own accommodation, food and travel needs. Event fee paid only covers the cost of specified programs of event(s).

### REFUND

#### **Will I get a refund of event fee paid to WYEA if visa is not granted?**

Yes, you will get a refund minus the admin fee paid. However, we strongly advice that you read the instructions on the itinerary/invoice column above.

## SPONSORSHIP

### Do you offer scholarship or sponsorship?

Scholarship or sponsorship is not available for the SAMP 2010

## PICKUP

### Do you arrange for pickup at Airport?

Yes, WYEA will arrange for pickup at the Adelaide Airport for a group of five attendees or more. However, an individual attendee can book a Taxi from the Airport to his or her accommodation in Adelaide and to the conference venue.

## WHAT ARE THE STEP-BY-STEP GUIDE TO ATTENDING THE EVENT ?

- Prospective Attendee completes the Information Collection Sheet
- WYEA issues a Delegate Pack, Itinerary and Invoice
- Prospective Attendee pays event fee
- WYEA issues an Invitation Letter
- WYEA sends prospective Attendee's name, passport information and contact details to the Department of Immigration and Citizenship (DIAC) Office.
- Prospective Attendee completes visa application form and submits form to DIAC office within his/her region
- DIAC issues visa or informs prospective attendee of visa application outcome
- Attendee makes travel arrangements – including booking for return flight
- WYEA prepares to welcome Attendee
- Attendee arrives Adelaide
- Congratulations –Enjoy your visit and have a pleasant and rewarding time at the event!