



*॥ तमसो मा ज्योतिर्गमय ॥*

*Lead me from darkness of ignorance to the light of knowledge*



## **MAILER 6**

**May 14, 2009**

Dear Round Square Colleagues,

Greetings from Mayo College and Mayo College Girls' School!

**This mail primarily pertains to schools facing difficulty in providing Passport details for Registration.**

As you might have guessed by now, the 'Registration' has emerged as quite a baffling task for the Organizing Committee. There are other things to be 'brought on track' only after the Registration process is complete. We also realize the success of the Conference lies in maximum number of schools attending it. This mail is probably one last effort to enable maximum number of schools to register their delegations.

1. In the previous mail we have already informed you that the last date of Registration has been extended to May 25, 2009 in the hope that maximum number of schools are able to register for the Conference.
2. We wish to inform you that all those schools who cannot provide passport numbers and expiry date by 25<sup>th</sup> May, 2009 should fill ONLY **XXXXXXXX** in the Passport number field (and not the old passport number) and leave the default passport expiry date that appears on the website unchanged. This will enable us to identify those delegates who have not provided passport details.
3. In the same way, if there is any field that is numeric and the information is not available with you by 25<sup>th</sup> May, 2009, you should ONLY fill **000000** and nothing else. However, it is our sincerest request that each school should make every possible effort to complete the registrations with all details by 25<sup>th</sup> May, 2009.
4. We also assume that the onus of sending the passport details and other information if any to us then lies with you and we will not be in a position to send Invitation letters to schools till we receive the Passport details.

5. All those schools whose Heads are attending the conference should ensure that the field for '**Transfer of Excess funds to RSCentral**' may kindly be checked.

6. At present, the login access to all schools is open. Please comply with the date for revised deadline for registrations.

**7. It is important that all the schools login once; check whether all the information provided to us is correct and CLOSE(COMPLETE) the registration process.**

Thanks and regards,

Sincerely,

**Surinder Kumar**

Conference Director

Round Square Conference 2009

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