**Trade Mission Booking Request – Virtual Trade Mission India-UK**

Please complete the booking form and return it to info@thetraininggateway.com with a **portrait photo of your lead delegate, a company logo** by 12 noon 16th October.

Please note your booking will need to be confirmed by us as places are limited. We are prioritising organisations looking for similar types of educational partnerships to the overseas institutions to ensure that the meetings we organise for you offer a good opportunity for developing a partnership. If we aren’t able to offer you a place on this mission, we will look at other ways of supporting you in India

**Your Organisation’s Information**

(Please note that this information will be printed in mission literature and therefore will be shared with contacts in the UK and Overseas)

|  |  |
| --- | --- |
| Name of Organisation |  |
| Website Address |  |
| Twitter Handle (if applicable) |  |
| Postal Address |  |
| Telephone Number for International Partnerships |  |
| Which markets is your institution interested in? | India | YES/NO | Philippines | YES/NO |

Please provide a brief profile of your organisation. We recommend keeping this short with a few key bullet points on your core services so it can be read and digested quickly

What sort of partnerships are you looking to develop with overseas institutions? (please include the academic subject areas as well as the type of partnership you’re looking for)

These are the areas of interest indicated by the Indian institutions. Please mark the ones you feel you can offer:

|  |  |  |  |
| --- | --- | --- | --- |
| Short online courses with certification |  | Collaborative Research Projects |  |
| Online Guest Lectures for the students |  | Online activities for the faculty such as online faculty development program (FDP), online faculty exchange |  |
| International Conferences |  | Short study tours (post Covid-19) |  |
| These are the areas of interest indicated by the Filipino institutions. Please mark the ones you feel you can offer: |
| TNE |  | 2+2 Programmes |  |
| Exchanges (Student & Faculty) |  | Final Year + Internship |  |
| Other interest areas (tbc) |
| Joint Degree Programmes (2+1, 2+2 etc) |  | Franchising Opportunities |  |

**Your Delegate(s) Information**

(Please note that Name, Job Title, Telephone Number and Email address will be printed in mission literature and therefore will be shared with contacts in the UK and overseas.)

|  |
| --- |
| Lead Delegate (and our main contact) |
| Name (as you wish it to appear in literature) |  |
| Job Title |  |
| Telephone Number |  |
| Email Address |  |
| Would you like to be added to the Training Gateway’s mailing list to receive updates on future missions?Yes/No |
| Additional Delegates (please leave blank if not required)Please note that we ask for no more than 3 staff members to attend any single meeting, to ensure the video call can be managed effectively. |
| Name | Job Title | Email Address | Opt into Mailing list? |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |

How did you hear about the trade mission?

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**Terms and Conditions**

Your booking will need to be confirmed by us as places are limited. We are prioritising organisations looking for similar types of educational partnerships to the overseas institutions to ensure that the meetings we organise for you offer a good opportunity for developing a partnership. If we aren’t able to offer you a place on this mission, we will look at other ways of supporting you in India.

Once you are booked, we will match you with a minimum of two Indian and book these meetings for you. After we close bookings, we will then send you the profile information for all overseas organisations so that you can request further meetings. You can continue to request additional meetings during the trade mission as well. In case we aren’t able to accommodate these during the 2nd – 5th November, we are suggesting delegates reserve some time for additional meetings 23rd – 27th November.

The fee is for the organisation and there is no limit on the number of delegates who can attend the mission. However, please ensure a maximum of 3 delegates from your institution attend any one call.

It is likely that a representative from one of our partner organisations will be present to support the overseas organisation with identifying opportunities and ensuring clarity.  However, they will also have a maximum of three delegates in total.

**Payment**

Once we confirmed your place we will invoice you for the mission fees, or you can pay by card online.

|  |  |
| --- | --- |
| How would you like to pay? | Invoice/By Card Online |
| Purchase Order (if you are paying by invoice) |  |

If you need to set up the Training Gateway as a new supplier, please check to see if the University of York is already registered as a supplier, as the University handles all the Training Gateway's finance. Our finance address is: University of York, Financial Services, Market Square, Heslington, York, YO10 5NH

**Cancellations**

Cancellations must be notified in writing. Cancellations will be accepted without charge up to two working days after we have confirmed your place. Any cancellations after this will be charged at the full cost.

**Signature**

**By signing this I am confirming that:**

* I wish to book the places as indicated and understand that cancellation terms will apply from receipt of this form
* I agree that my contact details and my organisation’s details can be shared with overseas contacts and understand that data storage in these countries is not subject to UK or EU guidelines
* I have read and agree to be bound by the terms and conditions including cancellation charges

|  |  |
| --- | --- |
| Signature(please sign electronically OR print this page, sign and send us a scanned copy): |  |
| Date |  |