**Trade Mission Booking Form – Brunei & The Philippines 2-6 December 2019**

Please complete the booking form and return it to info@thetraininggateway.com with a **portrait photograph of each delegate and a company logo by 28 October 2019**. Your photograph and logo will be used in printed literature, so please ensure they are of medium to high resolution.

***Please ensure you read the Trade Mission Information Booklet specifically noting ‘Key Opportunities’ and ‘Mission Programmes’ to ensure your application covers the key requirements of the Mission.***

**Your Organisation’s Information**

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

|  |  |
| --- | --- |
| Name of Organisation and postal address |  |
| Website Address |  |
| Twitter Handle (if applicable) |  |
| Telephone Number |  |

Please provide a brief profile of your company and ***also include examples of any current initiatives or representation in the ASEAN region.*** If you are accepted this information will be submitted for inclusion in the mission brochure which will be distributed to all contacts we meet in the markets.

We recommend keeping this short with a few key bullet points on your core services so it can be read and digested quickly (please see [here](https://drive.google.com/open?id=0ByBrHqUv4bNTWl9FazVRelRUSG8) for an example). You will have a chance to hand out further literature with more detail during the mission. Please also remember that the people reading this may not have English as their first language and avoid acronyms or abbreviations.

**Please ensure the text fits in the box and is in Arial 10pt.** We will edit and cut text if necessary. You will get an opportunity to make one round of amendments before it is sent to print**.** The word count to fit in this box will be around 200 words, however this will depend on the number of paragraphs and lists you add.

If you are selected please detail here what would you like to achieve from the mission.

Please provide a short summary of any specific organisations you are looking to meet on the trade mission. This will be entered into our brochure and also sent to our DIT and Embassy contacts so they can tailor the programme towards the needs of the delegates. Please note that we can’t guarantee that you will meet all organisation you specify, however we will tailor the programme towards the majority of delegates.

**Please ensure the text fits in the box and is in Arial 10pt.** We will edit and cut text if necessary.

The word count to fit in this box will be around 50 words.

Please indicate all that apply:

I am looking to meet:

|  |  |  |  |
| --- | --- | --- | --- |
| Local Training Organisations |  | Colleges |  |
| Large Corporate Companies |  | Government Organisations including Ministries  |  |
| Universities |  |  |
| (please give any details if you wish) |

**Mini Showcase**

Final details for the mini showcase events have not been confirmed yet but it is likely there will be at least one event in each market. Please complete the section below remembering that your showcase should be informative, demonstrating your capability through case studies, tailored to market and not a sales pitch.

Please note: not all venues will be suitable for slides so be prepared to just give an oral presentation

|  |  |
| --- | --- |
| Who will deliver the training sessions? |  |
| If yes, please give the title of the training you will be delivering |  |
| Please give a brief overview what you will cover in your session (50 words) |  |
| Suggested audience |  |
| Apart from an LCD projector and flip charts, is there any other equipment you need? |  |

**Your Delegate(s) Information**

(Please note that Name, Job Title, Telephone Number and Email address will be printed in the mission brochure and therefore will be shared with contacts in the UK and overseas. If needed for entry into secure buildings, your passport details will be shared with the Embassy staff in the market(s) you are visiting. Dietary requirements will be shared with the organisers and event staff in country)

|  |
| --- |
| Lead Delegate (and our main contact) |
| Name (as you wish it to appear in the brochure) |  |
| Job Title |  |
| Telephone Number |  |
| Email Address |  |
| Which markets are they attending? | Brunei | Y/N | The Philippines | Y/N |
| Do you have any dietary/other requirements? |  |
| Are you happy for us to share your contact details with:

|  |  |
| --- | --- |
| * DIT and regional equivalents
 | Y/N |
| * External UK partners
 | Y/N |
| * Overseas DIT and other accredited parties
 | Y/N |
|  |  |

 |
| Would you like to be added to either of these mailing lists:

|  |  |
| --- | --- |
| * DIT email communications
 | Y/N |
| * The Training Gateway updates on future missions
 | Y/N |
|  |  |

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| 2nd Delegate (please delete or leave blank if not required) |
| Name (as you wish it to appear in the brochure) |  |
| Job Title |  |
| Telephone Number |  |
| Email Address |  |
| Which markets are they attending? | Brunei | Y/N | The Philippines | Y/N |
| Do you have any dietary/other requirements? |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you happy for us to share your contact details with:

|  |  |
| --- | --- |
| * DIT and regional equivalents
 | Y/N |
| * External UK partners
 | Y/N |
| * Overseas DIT and other accredited parties
 | Y/N |
|  |  |

 |
| Would you like to be added to either of these mailing lists:

|  |  |
| --- | --- |
| * DIT email communications
 | Y/N |
| * The Training Gateway updates on future missions
 | Y/N |

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Would you like us to copy in anyone else when we send out mission information (i.e. booking contact, PA, project coordinator)? Please provide their email(s)

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|  |

How did you hear about the trade mission?

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**Payment and Terms and Conditions**

**Payment**

Once we have received your booking form we will invoice you for the mission fees. Please note that by returning this form you are booking a place on the mission and our cancellation terms below will apply immediately.

The fee must be paid in full prior to the mission either at the time of booking or upon receipt of the invoice.

The invoice will need to be paid by BACS or Bank Transfer.

|  |  |
| --- | --- |
| Purchase Order |  |

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 finances. Our finance address is: University of York, Financial Services, Market Square, Heslington, York, YO10 5NH.

**Terms and Conditions**

The Training Gateway shall not be held responsible for any injuries, damages or losses caused to any traveller in connection with terrorist activities, social or labour unrest, mechanical or construction failures or difficulties, diseases, local laws, climatic conditions, abnormal conditions or developments, or any other actions, omissions, or conditions outside their control. The delegate assumes complete and full responsibility for, and hereby releases the agent and agency from, any duty of checking and verifying any and all passports, visas, vaccinations, or any other entry requirements of each destination, and all safety and security conditions of such destinations. The delegate is responsible for ensuring they have the correct health & medical insurance.

If we are able to secure DIT funding for the trade mission and are able to reduce mission fees as a result, you will be required to complete a feedback form.

**Cancellations**

Cancellations must be notified in writing.

* At least 12 weeks prior to event – 90% refund
* At least 10 weeks prior to event – 50% refund
* At least 6 weeks prior to event – 25% refund
* At least 4 weeks prior to event – 0% refund

**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 understand that I am responsible for booking flights, hotels and travel insurance and organising visas if appropriate
* 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 understand that my passport details may need to be shared with the British Embassy, Consulate or Government Departments in country if it is required for entry into certain secure buildings
* I have read and agree to be bound by the terms and conditions.

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

**What happens next?**

Once we receive your form and DIT have approved your participation we will send you our welcome email confirming your place on the mission.

**Please note: All applications will need final approval by The Department of International Trade so please DO NOT make any travel arrangements until further notice.**