

The Dubrovnik Fair:

Working for Central, Eastern and Southeast Europe

Tuesday 9 – Friday 12 March 2010 / Radisson Blu Resort & Spa, Dubrovnik Sun Gardens

The Hanoi Fair: *Working for the Asia Pacific*

Tuesday 16 – Friday 19 November 2010 / InterContinental Hanoi Westlake

In partnership with and supported by: British Council, Education UK, English UK, UK Trade & Investment and VisitBritain

English UK Member Application Form

This is an electronic form. Please type in your details and send by pressing the submit button at the end.

SECTION 1 – THE FAIR

Tick all options that apply

The Dubrovnik Fair

Tuesday 9 – Friday 12 March 2010

The Hanoi Fair

Tuesday 16 – Friday 19 November 2010

SECTION 2 – CONTACT DETAILS

Institution name

Institution address

Street/Building City/Town

County/State Postcode/ZIP Country

Tel (including area code) Fax

Email Web

Note: The information provided in this section will inform your profile in the eSchedule appointment scheduling system. The email address provided in Section 2 will be used for correspondence purposes and for individual eSchedule Lite accounts.

SECTION 3 – REPRESENTATIVE ATTENDING

Attendance is limited to one representative per institution per fair. Please complete the following details as applicable.

A – Representative attending the Dubrovnik Fair

Title First name Last name

Job title Email

B – Representative attending the Hanoi Fair

Title First name Last name

Job title Email

SECTION 4 – COURSES OFFERED

A – English language courses offered

Please provide details of the types of English language courses offered by your institution.

- | | | |
|--|--|--|
| <input type="checkbox"/> General & Intensive English | <input type="checkbox"/> English for Specific Purposes | <input type="checkbox"/> English for Business / Executives |
| <input type="checkbox"/> Adult Vacation courses | <input type="checkbox"/> Young Learner courses | <input type="checkbox"/> English Plus |
| <input type="checkbox"/> Home Tuition | <input type="checkbox"/> One-to-one | <input type="checkbox"/> Courses for teachers of English |
| <input type="checkbox"/> Work Experience | <input type="checkbox"/> Foundation courses | <input type="checkbox"/> Examination courses |
| <input type="checkbox"/> English for Academic Purposes | | |

B – Other courses offered

Please provide details of other types of courses offered by your institution.

- | | | |
|--|---|--|
| <input type="checkbox"/> GCSE courses | <input type="checkbox"/> A Level courses | <input type="checkbox"/> International Baccalaureate |
| <input type="checkbox"/> Access courses | <input type="checkbox"/> Vocational courses | <input type="checkbox"/> Diploma/Certificate courses |
| <input type="checkbox"/> Undergraduate courses | <input type="checkbox"/> Postgraduate courses | <input type="checkbox"/> Sport Programmes |
| <input type="checkbox"/> Guardianship Programmes | <input type="checkbox"/> Holiday Camps | |

SECTION 4 – COURSES OFFERED (Contd.)

C – Description of institution

Please provide a short description of your institution using no more than 500 characters (including spaces).

SECTION 5 – BOOKING DETAILS

All members participating in the Dubrovnik or Hanoi Fair receive an all inclusive package which includes 3 nights B&B accommodation, an eSchedule Lite account, seminar sessions, Welcome Reception, lunch on the two workshop days, evening excursion and a Farewell Dinner. Please refer to the promotional leaflet for each event for full details. All prices are quoted inclusive of VAT.

Overnight Halong Bay cruise (optional)

After the Hanoi Fair, educators and agents are invited to participate in an optional overnight Halong Bay cruise. This tour will depart the InterContinental Hanoi Westlake on Friday 19 November 2010, and return to Hanoi at lunchtime the following day (Saturday 20 November 2010).

The tour fee is **GBP 265** per participant. This includes an English-speaking guide, transport to and from Halong Bay, overnight in a single occupancy cabin and lunch, dinner and breakfast aboard a private deluxe traditional 'junk' boat.

	Early Bird <i>(Until 04 Dec '09)</i>	Full Rate <i>(After 05 Dec '09)</i>	Halong Bay cruise
A – The Dubrovnik Fair (one representative)	GBP 1,895 <input type="checkbox"/>	GBP 1,950 <input type="checkbox"/>	N/A
B – The Hanoi Fair (one representative)	GBP 1,895 <input type="checkbox"/>	GBP 1,950 <input type="checkbox"/>	GBP 265 <input type="checkbox"/>
Total amount owed: <input type="text"/>			

SECTION 6 – PAYMENT DETAILS

Payment can be made via Credit Card or BACS/CHAPS and must be received in advance in order to secure your participation in the event. A receipted invoice will be issued on receipt of full payment.

Purchase Order Number (if applicable):

Credit card – Please debit the total amount owed from the credit card detailed below:

Card type: MasterCard Visa Maestro Visa Debit

Card No:

Expiry date: / (MM/YY)

Start date (where applicable) / (MM/YY)

CCV/CW code (3 digit security code printed on the back of your card)

Card holder's name

Note: We are unable to accept American Express credit cards.

BACS or CHAPS (bank transfer) I confirm I have transferred the total amount owed to the **English UK Ltd** bank account detailed below:

Bank: NatWest Account name: English UK Ltd Account No: 46640991
Sort code: 60-60-08 Branch address: Maidstone Branch, 3 High Street, Maidstone, ME14 1XU, UK.

When issuing the bank transfer quote 'Dubrovnik Fair/Hanoi Fair' as applicable.

Billing name/address (if different from details in section 1)

SECTION 7 – AGENTS AND EDUCATIONAL CONSULTANTS

This section is optional. Please provide details of any agents you would like to be invited to attend the Fair. Please note all invited agents and educational consultants must represent a market in Central, Eastern or Southeast Europe.

1st Organisation name	<input type="text"/>	Country	<input type="text"/>
Representative name	<input type="text"/>	Email	<input type="text"/>
2nd Organisation name	<input type="text"/>	Country	<input type="text"/>
Representative name	<input type="text"/>	Email	<input type="text"/>

Note: English UK cannot guarantee a place at the event for agents recommended by participating institutions.

SECTION 8 – TERMS & CONDITIONS

Confirmation of participation

English UK Ltd reserves the right, at its sole discretion, to reject an application without assigning a reason. The aim is to offer agents attending the event a wide range of providers and provision. Consequently if more members apply than there are places available selection will be made on the basis of ensuring a representative sample of member types, location and provision is provided. Beyond this criterion, places will be made on a first-come, first-served basis. Participation in the Dubrovnik and Hanoi Fairs will be confirmed by English UK Ltd and will be made definitive by issuance of confirmation letter and receipted invoice.

Shared participation

One-day registration or shared participation is not permitted.

Venue, dates & cancellation

English UK Ltd reserves the right, at its sole discretion, to cancel the event in which case it is expressly agreed that English UK's total liability shall be limited to refunding the participation charge or any part of it which has already been paid to English UK Ltd by the applicant. An administration fee and money transfer costs may be charged.

In the event of a major disaster which prevents the Dubrovnik and Hanoi Fairs from taking place at the Radisson Blu Resort & Spa Dubrovnik Sun Gardens or the InterContinental Hanoi Westlake on the dates previously notified, if a suitable alternative venue is found English UK Ltd reserves the right not to refund the participation charge or any part of it which has already been paid to English UK Ltd by the applicant. English UK Ltd also reserves the right, at its sole discretion, to change the dates and/or venue previously notified, in which case English UK Ltd reserves the right not to refund the participation charge or any part of it which has already been paid to English UK Ltd by the applicant.

In the above cases no liability shall attach to English UK Ltd in respect of any loss or consequential loss of whatsoever nature arising, for example, costs incurred due to changed travel arrangements.

Liability & insurance

All participants are advised to obtain adequate insurance to cover against personal liability, fire, and theft. English UK Ltd will not be held liable for any loss of or damage to exhibits or equipment as for instance through fire or theft, or any personal injury, regardless of whether this damage, loss or injury is sustained prior to, during, or after the event. The participants will be held liable for any damage to persons or objects caused by them, their employees, and their representatives or by exhibits or items of their equipment.

Layout & allocation of tables

English UK Ltd reserves the right to determine the overall layout of the event and will allocate tables to participants. All educators must take a table and all appointments should take place at these tables. English UK Ltd will provide a table, two chairs and table nameplate (displaying institution name and table number). All participants' promotional material must fit on the tabletop. Materials that obstruct the view of other tables or block walkways are not permitted and will be removed.

eSchedule Lite profile

The information provided by participants in this Application Form will inform their eSchedule profile. Participants are responsible for notifying English UK Ltd of any errors or omissions in any data and no liability shall attach to English UK Ltd in respect of undisclosed errors or omissions.

Payment terms

All fees are payable in sterling (GBP) as indicated on the Application Form. Payment can be made via Credit Card or BACS/CHAPS and must be received in advance in order to secure your participation in the event. A receipted invoice will be issued on receipt of full payment. Access to the eSchedule Lite appointment scheduling system will be refused if payment has not been received in full.

To qualify for the 'Early Bird rate' payment must be received in full on or before 05 December 2009. English UK Ltd will withdraw its acceptance of 'Early Bird' bookings in the event that the participation fee has not been received by the dates specified.

Cancellation of participation

Participation in the event will be made definitive by English UK Ltd by issuance of confirmation letter and receipted invoice, at which stage participation is considered as binding and the terms and conditions will apply. English UK Ltd will impose a charge equivalent to 50% of the full participation fees in respect of cancellation of participation received in writing up to 4 weeks prior to the first day of the event. Thereafter the full amount is payable. All cancellations or alterations to bookings must be notified to English UK Ltd in writing.

Media waiver

I give permission to English UK Ltd to use photographs or video footage of me taken at an event organised by English UK and any comments given in feedback forms (unless expressly stated otherwise) for promotional purposes.

SECTION 9 – APPLICANT DECLARATION

I have read, understood and agree to abide by the terms and conditions as set out above.

Name

Date

Contact the English UK team:

English UK, 219 St John Street, London EC1V 4LY, UK
t: +44 20 7608 7960 e: info@englishuk.com
f: +44 20 7608 7961 w: www.englishuk.com

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