#### Form 1: Participant Nomination and Exhibit Details

Please submit this form to [ies.china@britishcouncil.org.cn](mailto:zhiyuan.xie@britishcouncil.org.cn) by 21 August 2018. Please include up to five photos or visual representations of the proposed exhibit as an attachment. *(Please submit photos in GIF/JPG/PNG formats only, with a recommended size of 2MB per photo. Emails of 5MB in size or above will be rejected by our server, so we suggest sending photos using an online file sharing service, such as Dropbox)*

While the exhibition and promotional materials will be bilingual, they will primarily target a Chinese speaking audience. When filling in the below form, please provide the information in both English and Chinese, if possible.

|  |  |
| --- | --- |
| **Institution’s name:** |  |
| **Nominee’s name:** |  |
| **Showcase category:** |  |
| **Name of the exhibit(s):** |  |
| **Short brief of the exhibit(s):**  (Maximum of 60 words in English or 20 characters in Chinese) |  |
| **Description of the exhibit(s)**  (Maximum of 300 words in English or 150 characters in Chinese) |  |
| **Format of the exhibit(s):**  (TV, posters, installation, etc.) |  |
| **Dimensions and weight of the exhibit(s)**  (Please specify dimensions in centimeters and weight in kilogrammes) |  |
| **Number of individual components of the exhibit(s):** |  |
| **Requirements for the exhibition space:**  (E.g. power points, electrical equipment, projectors, computers, tables, etc.) |  |
| **Instructions for set up and installation:**  (This is to estimate the set up and installation time. Participants will need to make their own arrangements for the exhibit(s) to be set up and installed.) |  |