

Application form

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|----------------------|--|
| Name of institution: | |
| Contact person: | |
| Position: | |
| Department: | |
| Telephone: | |
| Email: | |
| Website: | |
| Contact address: | |

DECLARATION

I confirm that <[please insert institution's name](#)> would like to join the Education UK Virtual Exhibition in Vietnam. I have read and understood the Terms and Conditions for the exhibition as stated overleaf.

Signature of applicant

Organisation's stamp

Date

Please send completed application form to

Phi Phan
Education Marketing Manager
British Council
25 Le Duan, District 1, HCMC, Vietnam
F 84 8 3823 2861
E Phi.Phan@britishcouncil.org.vn

By Friday 20 April 2012

Terms and conditions**1. Accredited Institutions**

All participating institutions must be accredited by a recognised UK authority.

2. Participation fee**GBP716 (including 10% VAT)**

The participation fee includes:

- Part of the design and construction of the interface
- User account for administering interface and content upload
- Promotion campaign

3. Cancellation

Cancellation fees will be charged as of the date of receipt of notice of withdrawal.

The following cancellation charges will be applied:

- At 100 per cent of the full exhibition cost for withdrawals received on and/or after 1 May 2012

4. Payment schedule

Participating UK institutions will be invoiced for the event by the British Council Vietnam. Terms of payment are within thirty days of the invoice date.

5. Responsibility of participating institutions

- Participating institutions are required to appoint a representative to handle the enquiries and messages left by the visitors efficiently.
- Participating institutions are responsible for submitting content (text, photos, videos) for the micro-sites by deadline
- Participating institutions are required to take part in the user testing period before the actual event and alert the British Council of any problems

6. Acceptance

On receipt of the application forms from individual institutions, British Council Vietnam will send an acceptance email within five working days. The email will contain a 'Content submission form.' The institutions will be responsible for submitting the content both text and multimedia material for their micro-site **by the deadline of 27 April 2012.**

7. Other safety precautions

British Council maintains strict security standards and procedures to prevent unauthorised access to the online platform. In case of any illegal hacking activities being detected, the British Council reserves the right to immediately suspend the online platform until system recovery procedures are carried out. Please note that contingency measures will be in place to facilitate recovery of the platform in such an event. For the purposes of this clause, illegal hacking activities mean unauthorised access, malicious damage and/or interference and includes, without limitation, mail bombing, propagating viruses, worms or other types of malicious programmes, deliberate attempts to overload a computer system, broadcast attacks or any other method designed to damage or interfere with the operation of the online exhibition platform.