

9 May 2013

Please read this document in full. The information outlined below explains the criteria, cost and British Council Malaysia's terms & conditions for participating/partnering the pre-departure briefing (PDB).

Description of service	Cost (£)
Participation & partnering British Council Malaysia's pre-departure briefing on Saturday, 24 August in Renaissance Hotel Kuala Lumpur.	795

**What will you receive from joining our PDB?**

1. Logistics and advertisements are taken care of. Your institution's logo will be included in our print advertisement.
2. We handle RSVPs
3. A separate function room with table and chairs for you to meet your students, after the generic briefing is over
4. Each attendee receives a goodie bag however you may choose to provide your own goodie bag

Note: advertisement plans include newspapers, digital and social media

**British Council Malaysia's terms and conditions apply:**

1. In partnering the British Council Malaysia's pre-departure briefing, the UK institution must not appoint education agents to act as their representative or attend as a guest at the briefing.
2. The partnering UK institution must have at least one international officer or, one current student or alumni present at the briefing.
3. The British Council reserves the right to amend the hotel venue and start/end times of the briefings.
4. In order for British Council to manage RSVPs efficiently the partnering UK institution should share their contact list of offer holders who have been invited to attend the appointed briefing
5. The partnering UK institution is responsible for setting up their banner or arrival kit/information guides at their appointed table.
6. The participation fee will be forfeited in full if the UK Institution withdraws their participation on or after 1 July 2013.
7. The participation fee of £795 is not inclusive of your flights, accommodation, transportation and courier charges. The participation fee is used to cover the cost of function room & audio/visual equipment, local staff cost, advertisements and printing.

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Please confirm your institution's agreement by signing and endorsing it with your institution's stamp. Upon receipt of the signed copy by fax/email, we will send you an official quotation.

Our payment term is 30 days from the date of invoice.

Yours sincerely



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Accepted by:

Pre-departure briefing date:

\_\_\_\_\_  
(Signature of applicant)

24 August 2013

\_\_\_\_\_  
(Name of applicant)

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(Organisation's stamp & date)