



Registration & Contract

Registration Deadline: Oct. 16, 2019

Please visit the official website: www.phdchina.org for easy online registration or complete the Registration & Contract and email to: HD@fairlink.com.cn

Part I. INSTITUTION REGISTRATION:

Basic Info:

Country: _____

Name of University / Institution: _____

Graduate/Doctoral School Name or College/Department/Faculty Name: _____

Address: _____

Tel. (incl. area code & extension): _____ Email: _____

Website: _____

Participation in Beijing and/or Shanghai:

1. Reserve Meeting Tables:

NOTE: The participation fee is charged by each delegate. Only two delegates are permitted any time at one table during the workshop. If more than two delegates are expected, an additional table should be booked.

Cities	Dates & Times (New)	Options	Early Bird Rates Before September 10		Final Rates After September 10	
		Meeting Table	1 st Delegate Rate	2 nd Delegate Rate	1 st Delegate Rate	2 nd Delegate Rate
Beijing	Nov. 23 09:00-17:00	Table One	CNY15,000 <input type="checkbox"/>	CNY7,500 <input type="checkbox"/>	CNY17,000 <input type="checkbox"/>	CNY8,500 <input type="checkbox"/>
	Nov. 24 09:00-12:00	Table Two	CNY15,000 <input type="checkbox"/>	CNY7,500 <input type="checkbox"/>	CNY17,000 <input type="checkbox"/>	CNY8,500 <input type="checkbox"/>
Shanghai	Nov. 26 10:00-17:00	Table One	CNY10,000 <input type="checkbox"/>	CNY5,000 <input type="checkbox"/>	CNY12,000 <input type="checkbox"/>	CNY6,000 <input type="checkbox"/>
		Table Two	CNY10,000 <input type="checkbox"/>	CNY5,000 <input type="checkbox"/>	CNY12,000 <input type="checkbox"/>	CNY6,000 <input type="checkbox"/>

Participation rates include:

- Use of 1 meeting table with 4 chairs (2 for institution delegates, 2 for students);
- Access iSchedule system for online scheduling with the pre-registered students;
- Free access to opening reception and closing cocktail;
- Free access to workshop lounge with coffee/tea break and lunch during the workshop in Beijing and in Shanghai;
- Free wireless internet connection at workshop venues;
- Free entry in the workshop Catalogue;
- Free USB Key with the whole list of registered students.

2. Reserve Seminar Presentation (30 minutes / session) – Optional

Presentation rate includes: A 50-people capacity room, AV equipment, multi-media projector, laptop and audience promotion.

Cities	Dates & Times (New)	Early Bird Rates Before September 10		Final Rates After September 10	
Beijing	Nov. 23 09:00-17:00	CNY4,500/Session	_____ Session(s)	CNY5,500/Session	_____ Session(s)
	Nov. 24 09:00-12:00		_____ Session(s)		_____ Session(s)
Shanghai	Nov. 26 10:00-17:00	CNY3,000/Session	_____ Session(s)	CNY4,000/Session	_____ Session(s)

3. Reserve Ad and Sponsorship – Optional

Institutions are invited and encouraged to place advertisements in the Catalogue, Leaflet, and Workshop Tote Bag, Online Logo Banner as well as the sponsorship opportunity.

Items	Placements	Dimensions (W x H)	Bleed	Rates (CNY)	Please tick
Catalogue	Inside Full Page	117 x 215 mm	3mm	12,000	
	Inside Back Cover			14,500	
	Inside Front Cover			15,000	
	Inside First Page			15,500	
Leaflet ^a	Back Cover	90 x 210 mm	3mm	17,000	
Online Logo Banner Hyperlink ^b	Login Webpage and Visitor Webpage	200 x 100 pixels	-	18,000	
Notepad Sponsorship ^c (New)	Logo and website highlighted on the notepad	117 x 215 mm	-	20,000	
Workshop Tote Bag ^d	Logo, name and slogan listed on one side of the bag	400 x 320 mm	-	23,000	

- NOTES:**
- a. Leaflet of PhD Workshop China 2019 will be printed in early October for mass distribution in Beijing, Guangzhou, Chengdu and Shanghai, during the China Education Expo 2019 (For more details, please refer to www.ChinaEducationExpo.com). It is expected that 10,000 copies will be printed.
 - b. Online Logo Banner will be placed with your institution logo and website on the Login webpage and Visitor registration webpage, where the logo banner could be seen by every visitor and could be linked to your institution website by clicking on the logo.
 - c. Notepad will be distributed to the students on site for ready use during the meeting and interviews. Your Institution Logo and website will be highlighted on the notepad for promotion. It is expected that 2000 notepads will be produced.
 - d. Workshop Tote Bag will be carried and recognized by all school delegates and students from the workshop to the streets, or even on campus. It is expected that 2000 bags will be produced.
 - e. Artwork design should be more than 300(dpi) & set extra 3mm bleeding on each side for trimming, and be submitted in PDF or JPG by Oct. 31, 2019.

4. Invitation Letter for Visa – Optional (Free of Charge)

If you need a visa to enter China, we could help provide the invitation letter. It will be issued within 5 working days after we get your filled-in application form and scanned Passport copy.

Please kindly check with the Chinese embassy or consulate near your location at homeland to allow sufficient time for your visa processing.

TOTAL COST FOR ALL ABOVE BOOKED: CNY _____

※ PAYMENT

Following the receipt of the registration, we will verify and confirm your participation by a return email, together with an invoice. Payment should be made by the date indicated on the invoice. The registration could only be processed once full payment is received.

If no invoice is received, please contact us immediately at HD@fairlink.com.cn

Part II. DETAILS OF DELEGATES ON-SITE

The professors and advisors are much expected by the students, who are keen to meet with them for on-site interviews. Please provide details of the delegate who will represent your institution on site as follows:

Delegate Participation Guidelines

1. Only regionally accredited academic institutions could be represented at the workshop.
2. Institutions may be represented by authorized delegates such as faculty professors, advisors, lecturers or in-house recruiters. Delegates should be qualified to introduce the PhD programs, curriculums, scholarship and all relevant admissions policies etc. to the students.
3. No third party recruiters could be accepted. The PhD Workshop exclusively promotes direct delegate-to-candidate communication.
4. Only two delegates are permitted any time at one table during the workshop. If more than two delegates are expected, an additional table should be booked.

※ If no details of your delegates are given below when filling in this Registration & Contract, you could skip it now, but we encourage you to submit and update the delegates details online ASAP with your assigned "User Name" and "Password" **no later than October 31, 2019**, so that the students and your registered delegates could make online scheduling with each other directly.

<p>Delegate Details: <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> Associate Prof. <input type="checkbox"/> Assistant Prof.</p> <p>Given Names: _____ Surname: _____</p> <p>Title / Position: _____ Department: _____</p> <p>Email: _____ Tel. (incl. area code & extension): _____</p> <p>Key Points:</p> <ul style="list-style-type: none">• Purpose of Participation: <input type="checkbox"/> General Inquiry <input type="checkbox"/> Interview & Recruitment <input type="checkbox"/> Cooperation <input type="checkbox"/> Others, please specify: _____• Estimated Number of PhD Students to be Recruited from China in 2020: _____• Admission Criteria (Max. 300 letters): • PhD Programs Offered: <input type="checkbox"/> Full PhD Programs <input type="checkbox"/> Joint PhD Programs <input type="checkbox"/> Postdoc Programs• Majors / Topics Offered (Max. 400 letters): • Scholarship: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Others, Please Specify: _____• Language of Instruction: _____• Application Deadline: _____• On-site Admission Offer: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Note: If more than one delegate, please submit the others in the online account after getting the first "User Name" and "Password".

Part III. SIGNATURE AND SUBMISSION:

By signing we have acknowledged the accuracy of information provided on this Registration & Contract, and agreed to accept the Terms and Conditions overleaf.

Contact Person: _____ Position: _____

Email: _____ Tel.: _____

Signature: _____ Date: _____

Terms & Conditions

1. General

The workshop is open to regionally accredited academic institutions, which may be represented by authorized delegates (faculty professors, advisors, lecturers, or in-house recruiters) from the institutions.

The Management Office – Fairlink Exhibition Services Ltd. reserves the right in our sole discretion to enforce the event participation guidelines set out on the workshop brochure and website in order to maintain the integrity and safety of our event. We reserve the discretion to refuse entry to the workshop venue to any third-party recruiters or agents. Should we be alerted to any violation of our institution representation guidelines by the presence of such recruiters or agents during the course of the workshop, we reserve the right to require that the recruiter/agent leave the venue immediately. No refund or reimbursement will be made to institutions for any inconvenience caused due to any violation of the workshop guidelines. In the event of a dispute, the decision of the workshop Management Office is final.

Institution's participation will be confirmed by the Management Office – Fairlink Exhibition Services Ltd., and will be made definitive by forwarding the confirmation and invoice.

2. Breach of contract

The registration is considered as binding and the contract becomes effective with the dispatch of the confirmation.

Cancellation Policy:

- 60+ days before workshop starts: 70% refund
- 30-59 days before workshop starts: 50% refund
- 0-29 days before workshop starts: No refund

3. Allocation of tables

The Management Office will allocate the tables and accommodate, as far as possible, the wishes of the delegates.

4. Catalogues

Workshop catalogue will be provided to each registered delegate of institution free of charge.

5. Payment

All fees must be paid by registered institutions in accordance with the terms of payment stated on the Invoice.

6. Shipment of materials

The Management Office encourages the delegates to work with our official shipper for a door-to-workshop venue services, and delegates may also employ their own forwarding service. The Management Office is not liable for loss or incorrect delivery.

7. Advertising and promotion during the event

Interviews will take place at tables.

Delegates must abide by the following, unless written approval from the Management Office has been attained:

- The only type of display and advertising materials permitted are small items, such as brochures, leaflets, photographs and laptops, which can be placed on the table and do not obstruct the view of other delegates' tables.
- No advertising materials can be distributed outside your own table.

8. Liability and insurance

Delegates should be insured against personal liability, fire and theft. The Management Office will not be liable for any loss or damage to exhibits, materials or equipment as for instance through fire or theft, regardless of whether this damage or loss is sustained prior to, during, or after the event. The delegates on their part will be liable for any damage to persons or objects caused by them, their employees, their delegates or by exhibits or items of their equipment.

9. Belongings

While the Management Office will take precautions to keep delegates' promotional materials safe, the Management Office is not liable for any loss or damage.

10. Concluding provisions

The contract is valid under Chinese law. The venue is Beijing, China.