**Application form for the British Council pre-departure briefing events**

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| --- |
| **Contact Information**  |
| Name of institution |  |
| Contact person |  |
| Title/Position |  |
| E-mail |  | Telephone |  |

**Please indicate which cities you would like to attend:**

|  |  |  |
| --- | --- | --- |
| **Date** | **City** | **Attend Y / N** |
| Saturday 12 May | Chengdu | Choose an item. |
| Sunday 13 May | Beijing | Choose an item. |
| Saturday 19 May | Shanghai | Choose an item. |
| Saturday 26 May | Qingdao | Choose an item. |
| Sunday 27 May | Guangzhou | Choose an item. |
| Saturday 02 June | Hangzhou | Choose an item. |
| Sunday 03 June | Wuhan | Choose an item. |
| Saturday 09 June | Nanjing | Choose an item. |

**Application Deadline: Friday 27 April 2018

Participation fee**

The British Council will charge a participation fee of **£800 (exclusive of VAT)** per city.
The fee includes:

* Individual room for pre-departure briefing session
* Table in the welcome area
* Integrated promotion through British Council social media

The fee will cover planning, coordination, registration and onsite support in each city.

**DECLARATION**

*I confirm that the above-named institution intends to take part in the British Council’s pre-departure briefing events in the select cities. I understand that if this application is accepted, the terms and conditions listed below will form a binding contract between this institution and the British Council.*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of applicant |  | Institution’s name |
|  |  |  |
| Date |  | Institution’s stamp |

**Terms & Conditions**

**1. Accredited institutions only**

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

**2. Payment schedule**

British Council shall issue the payment invoice after the final pre-departure briefing event in June 2018. Payment must be received within 30 days of the invoice date.

 **3. Cancellation**

A participating institution may withdraw from the pre-departure briefing events by giving written notice. If an institution cancels at least three weeks prior to **12 May 2018**, it will not be required to pay the British Council any fees in connection with the cancelled services and any fees already paid in respect of such cancelled services will be refunded by the British Council. If an institution cancels less than three weeks prior to **12 May 2018**, it will be required to pay the British Council a percentage of the charges for such cancelled services as set out below:

|  |  |
| --- | --- |
| Notice period | Percentage of charges payable |
| 15 - 20 calendar days | 75% |
| 14 calendar days or less  | 100% |

**4. Terms of service**

 All institutional representatives must abide by the British Council Services for International Education Marketing’s terms for service, which can be found at: <https://siem.britishcouncil.org/terms-service>