

14 May 2012

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. UK institutions to select either 29 July or 2 September in Kuala Lumpur.	500

**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 advertisements.
2. We handle RSVPs
3. Table and chair set-up for you to meet your students, after the generic briefing is over
4. Each attendee receives a goodie bag including British Council's PDB booklet called First Steps

Note: advertisement plans include newspapers, digital and social media

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

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 15 June 2012.
7. The participation fee of £500 is not inclusive of the entrance fee of MYR50 per attendee, your flights, accommodation, transportation and courier charges. The participation fee is used to cover the cost of function room, 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:

Preferred PDB date (please tick):

- 29 July 2012
- 2 September 2012

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

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

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(Organisation's stamp & date)