



# Registration & Contract

**Registration Deadline: Oct. 11, 2022**

Please visit the official website: [www.phdchina.org](http://www.phdchina.org) for easy online registration or complete the Registration & Contract and email to: [huangtao@ceaie.edu.cn](mailto:huangtao@ceaie.edu.cn)

## Part I. INSTITUTION REGISTRATION:

### Basic Info:

Country/Region: \_\_\_\_\_

Name of University / Institution: \_\_\_\_\_

Graduate/Doctoral School Name or College/Department/Faculty Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. (incl. area code & extension): \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

## Participation in PhD Workshop China 2022 – Virtual Event:

### 1, Reserve Interview Slots - Mandatory

The PhD Workshop China 2022 will be held virtually again this year. Kindly be noted that each registered delegate would be assigned a unique login code to access the online iSchedule system, and firstly make online appointment with pre-registered students in iSchedule system, then each registered delegate could be entitled to launch the online interview with scheduled students by delegate's Zoom or Teams account within total 6 hours in assigned two days.

The virtual PhD Workshop China will open to the pre-registered candidates for attending relevant online interviews in the following **Beijing time at 09:00-12:00 and 15:00-18:00 during November 17-24** considering different time zones for different participating universities/institutions. It is kindly suggested that universities/institutions from the same country could select same time slots, so that we could better promote your participation as an integral national participation.

The following two types of slots will be **totally 6 hours of interview slots over two consecutive days** from universities/ institutions. We will later assign the dates for the same country's universities/institutions integrally.

Venue	Beijing Time Interview Slots	Delegate(s) Quantity	Early Bird Rates Before September 10		Final Rates After September 10	
			1 <sup>st</sup> Delegate Rate	2 <sup>nd</sup> Delegate Rate	1 <sup>st</sup> Delegate Rate	2 <sup>nd</sup> Delegate Rate
Virtual	09:00-12:00 of two days		CNY10,000	CNY5,000	CNY12,000	CNY6,000
	15:00-18:00 of two days		CNY10,000	CNY5,000	CNY12,000	CNY6,000

**Note: Every two delegates are regarded as a preferential group, so the second delegate is charged at half price.**

### Participation rates include:

1. Access iSchedule system for online scheduling appointment with pre-registered students;
2. Launch online interviews with scheduled students by delegate's Zoom or Teams account;
3. Free entry in the Workshop E-Catalogue;
4. Free data including the list of pre-registered students;
5. Free promotion on PhD Workshop China website and its relevant SNS.

## 2, Reserve Online Seminar Presentation (30 minutes for each session) - Optional

Venue	Dates & Beijing Time	Session(s)	Early Bird Rates Before September 10	Final Rates After September 10
Virtual	Nov. 16, 09:00-11:45		CNY5,000/Session	CNY6,000/Session
	Nov. 16, 14:00-19:00			

**REMARK:** The organizer will provide a general video meeting platform for university's each 30 minutes online seminar presentation. The online seminar will be recorded and posted at PhD Workshop China website for further promotion of your programs till April 2023.

## 3, Reserve Ad - Optional

Institutions are invited and encouraged to place advertisements in the E-Catalogue and Online Logo Banner.

Items	Placements	Dimensions (W x H)	Rates (CNY)	Please tick
E-Catalogue	Inside Full Page	117 x 215 mm	9,000	
	Inside Front Cover		12,500	
	Inside First Page		12,000	
Online Logo Banner	Login Webpage and Visitor Webpage	200 x 100 pixels	15,000	

**NOTES:** a. 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 the logo.  
b. 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, 2022**.

**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 [huangtao@ceaie.edu.cn](mailto:huangtao@ceaie.edu.cn) or [harden@ceaie.edu.cn](mailto:harden@ceaie.edu.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 online interviews. Please provide details of the delegates who will represent your institution 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 admission policies etc. to the students.
3. No third party recruiters could be accepted. The PhD Workshop exclusively promotes direct delegate-to-candidate communication.

※ 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, 2022**, so that the students and your registered delegates could make online scheduling with each other directly.

<p><b>Delegate Details:</b> <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 &amp; extension): _____</p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"><li>• Purpose of Participation: <input type="checkbox"/> General Inquiry <input type="checkbox"/> Interview &amp; Recruitment <input type="checkbox"/> Cooperation <input type="checkbox"/> Others, please specify: _____</li><li>• Estimated Number of PhD Students to be Recruited from China in 2023: _____</li><li>• Admission Criteria ( Max. 300 letters ): _____ _____</li><li>• PhD Programs Offered: <input type="checkbox"/> Full PhD Programs <input type="checkbox"/> Joint PhD Programs <input type="checkbox"/> Postdoc Programs</li><li>• Majors / Topics Offered ( Max. 400 letters ): _____ _____ _____</li><li>• Scholarship: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Others, Please Specify: _____</li><li>• Language of Instruction: _____</li><li>• Application Deadline: _____</li><li>• On-site Admission Offer: <input type="checkbox"/> Yes <input type="checkbox"/> No</li></ul>
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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 Conference and Exhibition Office, China Education Association for International Exchange – CEAIE** (named **the Office** after) 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 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 Office is final.

Institution's participation will be confirmed by the Office, and will be made definitive by forwarding the confirmation and invoice.

## 2. Force Majeure and Cancellation or Postponement

In the event of acts of war, disaster, fire, terrorism, public health and disease, government regulations, civil authority requisition, strike, travel restriction, actual or threatened hazardous weather like earthquake, flood and typhoon etc, or any other occurrence beyond the control of the Office that renders the fulfillment of this workshop illegal, impossible, or commercially impracticable, at the Office's option, the service contract will be terminated or the parties shall mutually amend it. The participant hereby waives any claim against the Office for damages or compensation in such event.

In the event that "PhD Workshop China" is cancelled or postponed then, the liability of the Office shall be limited solely to the costs paid by participants, or any part thereof may be refunded at the sole discretion of the Office to the participants, but without prejudice to the Office's right to appropriate the entire sum or any part thereof for expenses they have already incurred for the workshop.

## 3. 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

## 4. Allocation of online meeting dates and catalogues

The Office will allocate the online meeting dates and accommodate, as far as possible, the wishes of the delegates. Workshop E-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. Advertising and promotion during the event

Interviews and meetings will take place at the registered delegate's Zoom or Teams meeting account.

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

- No extra online meetings could be launched beyond the registered delegates.

## 7. Liability and insurance

Delegates should be insured against personal liability, fire and theft. The 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.

## 8. Belongings

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

## 9. Concluding provisions

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