

**Registration Deadline: Friday, September 7, 2018**

**The organizer reserves the right to screen and select institutions to ensure balance among education levels.**

HO CHI MINH CITY AGENT WORKSHOP – OCTOBER 12, 2018 – GEM CENTRE

HO CHI MINH CITY RECRUITMENT FAIR – OCTOBER 13, 2018 – GEM CENTRE

HANOI RECRUITMENT FAIR – OCTOBER 14, 2018 – MELIA HOTEL

HANOI AGENT WORKSHOP – OCTOBER 15, 2018 – MELIA HOTEL

DANANG RECRUITMENT FAIR – OCTOBER 16, 2018 – NOVOTEL DANANG

**I – INSTITUTION INFORMATION**

Your Institution’s name will appear on your booth fascia, backdrop, Fair guide and promotional website.

|  |  |
| --- | --- |
| Institution Name |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| City |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Province |  | Postal Code |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone |  | Fax |  |

|  |  |
| --- | --- |
| General Email |  |

|  |  |
| --- | --- |
| Website |  |

|  |  |
| --- | --- |
| Official Contact Person |  |

|  |  |
| --- | --- |
| Contact E-mail |  |

|  |  |
| --- | --- |
| Contact Telephone Number |  |

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**II – EVENTS & ADDITIONAL SERVICES**

**Which events will you participate in?**

* Welcome Reception – Oct 11 – **C$ 50**
* Ho Chi Minh City Market Briefing – Oct 12 – **(FOC)**
* Ho Chi Minh City Agent Workshop – Oct 12 – **C$ 350**
* Ho Chi Minh City Recruitment Fair – Oct 13 – **C$ 2,350**
* Ho Chi Minh City lunch voucher for one agent – Oct 13 – **C$ 60**
* Hanoi Recruitment Fair – Oct 14 – **C$ 2,350**
* Hanoi lunch voucher for one agent – Oct 14 – **C$ 50**
* Hanoi Agent Workshop – Oct 15 – **C$ 350**
* Danang Recruitment Fair – Oct 16 – **C$ 1,850**

*(Discount C$ 300 for institutions attending Fairs in all 3 cities)*

**Interpreters (English or French, to be advised by the institutions)**

* Interpreter at Ho Chi Minh City Fair – **C$ 150**
* Interpreter at Hanoi Fair – **C$ 150**
* Interpreter at Danang Fair – **C$ 150**
* I don’t need this service

**III– PARTICIPANT INFORMATION**

**Participant 1**

|  |  |
| --- | --- |
| Title |  |

|  |  |
| --- | --- |
| Full Name |  |

|  |  |
| --- | --- |
| Position |  |

|  |  |
| --- | --- |
| E-mail |  |

|  |  |
| --- | --- |
| Telephone Number |  |

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**Participant 2**

|  |  |
| --- | --- |
| Title |  |

|  |  |
| --- | --- |
| Full Name |  |

|  |  |
| --- | --- |
| Position |  |

|  |  |
| --- | --- |
| E-mail |  |

|  |  |
| --- | --- |
| Telephone Number |  |

**IV– INSTITUTION PROMOTION AT THE EVENT**

**Type of Institution** (Your choice will determine the section of the fair and the fair guide and backdrop that you will be placed in)

* Elementary & Secondary School
* College, Institute, Polytechnic or Cégep
* Career College
* University
* Language School or Language Institute
* Provincial Government
* Others

**Institution Profile** (Your profile will be translated into Vietnamese and placed into a Fair guide that will be distributed to all visitors. Approximately 100 words)

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**Key Programs (maximum 5 programs)**

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**Logo and Photos** (Logo and photos will be used on the booth fascia, fair guide and the promotional website). Please send us your logo and 4 photos of the institution and its student life with high resolution files.

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**Testimonial and student’s picture** (Testimonial will be used on the booth fascia and the promotional website. Please send us Student testimonial (preferably a Vietnamese student) with his/her picture.

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**Scanned Passport**

(The Government of Vietnam requires the organizer to provide the list of school representatives with their passport information. Please send us your scanned passport information page)

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**Special Notes**

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Please return the completed form by email to Mrs. Ngoc Nguyen at [ngoc.nguyen@canada-edu.org](mailto:ngoc.nguyen@canada-edu.org)

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