

**REGISTRATION FORM for the PHILIPPINES  
Study in Canada Fair**

January 22<sup>nd</sup> to 25<sup>th</sup>, 2016

This document is for the purpose of defining the financial responsibility of **BRANDZONE INC.** and \_\_\_\_\_ [institution] in relation to the Study in Canada Fair in the Philippines in January 22<sup>nd</sup> to 25<sup>th</sup>, 2016.

**Please ensure to complete this form in full and send an electronic (scanned) copy along with the accompanying documentation requested in Appendix 6 to [events@brandzoneadvertising.com](mailto:events@brandzoneadvertising.com) with a copy to [angel.cachuela@international.gc.ca](mailto:angel.cachuela@international.gc.ca).**

**Forms may also be submitted by fax to +632 831 6561**

**REGISTRATION DEADLINE – NOVEMBER 15, 2015**

**INSTITUTION AND PARTICIPANT DETAILS**

Institution Name:	
Institution Address:	

**Participant #1**

Participant Name:	
Title (please check)	Mr.      Ms.      Mrs.      Dr.      Other:
Position:	
Email:	
Tel. No.:	

**Participant #2 (if applicable)**

Participant Name:	
Title (please check)	Mr.      Ms.      Mrs.      Dr.      Other:
Position:	
Email:	
Tel. No.:	

**Participant #3 (if applicable)**

Participant Name:	
Title (please check)	Mr.      Ms.      Mrs.      Dr.      Other:
Position:	
Email:	
Tel. No.:	

## **1. Registration Fees**

**CAD 2,600** – Manila (January 22 and 23) and Cebu (January 24 and 25)

- Includes participation in both cities (coordination, booth set-up and dismantling, signage, information seminar slot), production and printing of fair catalogues, online public registration profile, lunch and refreshments from January 22 to 25, transportation to and from hotel and airport in Manila and Cebu, assistance in booking and payment of flights to and from Cebu (fly in Cebu on January 23 or 24 and out on January 25), digital advertisements in social media and other promotional initiatives (newspaper, radio, SMS, email blasts, posters and flyers) targeting potential students nationwide.

## **2. Responsibilities of the Institution**

- Institutions agree to pay in advance for the costs of activities associated with the education tour / fair no later than November 15, 2015.
- Payment of the agreed costs will be made at the time of registration as per payment instructions below. Payment must be made before the deadline stated in the previous item.
- Institutions must register for the events in each of the cities of the tour / fair.
- The institution must cover their airfare, hotel, per-diem and incidental expenses.
- The institution understands the Brandzone Inc. may hire the services of a local service provider in order to provide the services identified in this agreement.

## **3. Responsibilities of Brandzone Inc.**

- Brandzone Inc. will provide the institution with information regarding schedules, logistics, hotels and visas. Registration costs will cover all activities (unless otherwise noted) detailed in Appendix 2.
- Brandzone Inc. will maintain proper accounts and records of expenditures and ensure that the registration costs charged to the institution represent the most cost-effective option for participants.
- Brandzone Inc. will decide the location of booths according to the hotel's guidelines and visitors' convenience.

## **4. Statement of Work**

The funds collected by Brandzone Inc. will be used to support the organization costs for the education promotion event, including, but not limited to, advertising, production of promotional material, logistical costs, travel, hospitality, social/cultural activities, or other expenses related to the delivery of the event.

**5. Cancellation**

- a) If the institution formally withdraws its registration prior to the registration deadline of November 15, Brandzone Inc. shall return the balance of funds after deducting wire transfer fees plus any expenses already incurred.
- b) If the institution formally withdraws its participation after the registration deadline of November 15, no funds shall be issued by Brandzone Inc.
- c) Formal withdrawal in a) and b) above should be sent to Brandzone Inc. contact as listed below by e-mail or signed facsimile.
- d) If a particular segment(s) of the education tour is cancelled due to unforeseen circumstances or because of a lack of registrations, the institution will be refunded for that segment of the tour only. Institutions may receive only a partial reimbursement of their registration fees if some organizational costs have already been incurred.

**6. Notification of Changes**

Where required, notice will normally be in writing, by e-mail or by signed facsimile.

**7. Unused Funds**

After payment of all expenditures associated with the education promotion event, Brandzone Inc. will use any remaining revenues received from the institution for further education promotion efforts in the Philippines.

**8. Payment Procedure**

All participation fees must be made by **wire transfer**

Please provide contact information to receive banking instructions:

Name:	
Phone:	
E-mail:	
Amount (CAD \$):	

**Brandzone Inc. Payment Contact Information**

Name:	Aldrei Calanog
Phone:	+63 917 500 6652 ; +632 831 6561
Email:	<a href="mailto:events@brandzoneadvertising.com">events@brandzoneadvertising.com</a> ; <a href="mailto:alcalanog@yahoo.com">alcalanog@yahoo.com</a>

9. **Signatures** – Institution must sign first before sending to Brandzone Inc.

In signing below, the institution and Brandzone Inc. are confirming acceptance of the terms of this agreement.

**Institution / Education organization:**

Signature:	Date:
Name and Title:	
Organization:	
Telephone:	Fax:
Email:	

**Institution / Education organization (if applicable):**

Signature:	Date:
Name and Title:	
Organization:	
Telephone:	Fax:
Email:	

Please ensure to complete all required information of the agreement. Failure to complete all requested information may cause delays in confirming the registration for the event.

**Questions regarding registration can be directed to:**

**BRANDZONE INC.:**

**Name:** Aldrei Calanog ([events@brandzoneadvertising.com](mailto:events@brandzoneadvertising.com);  
[alcalanog@yahoo.com](mailto:alcalanog@yahoo.com))

**Tel:** +63 917 500 6652 ; +632 831 6561

**DFATD:**

**Name:** Angel Cachuela ([angel.cachuela@international.gc.ca](mailto:angel.cachuela@international.gc.ca))

**Appendix 2: Dates & Activities during Study in Canada Fair**

DAY	COUNTRY	CITY	AM	PM	EVENING
Friday, Jan 22 <sup>nd</sup>	Philippines	Manila	Market Briefing and CIC Discussion	Partnerships and Networking Café	
Saturday, Jan 23 <sup>rd</sup>	Philippines	Manila	Education Fair and Information Seminars	Education Fair and Information Seminars	Travel from Manila to Cebu (or morning of Jan 24 <sup>th</sup> )
Sunday, Jan 24 <sup>th</sup>	Philippines	Cebu	Education Fair and Information Seminars	Education Fair and Information Seminars	
Monday, Jan 25 <sup>th</sup>	Philippines	Cebu	School Visit	School Visit	Travel from Cebu to Manila

**Appendix 3: Flight Recommendations during Study in Canada Fair**

DATE	CITY	AIRLINE	TIME
Wednesday, Jan 20 <sup>th</sup> or Thursday, Jan 21 <sup>st</sup>	Inbound to Philippines	Participant's choice	
Saturday, Jan 23 <sup>rd</sup>	Manila, Philippines to Cebu, Philippines	Cebu Pacific: 5J 557 MNL-CEB <b>5J 587 MNL-CEB</b> 5J 579 MNL-CEB  Philippine Airlines: PR 1867 MNL-CEB <b>PR 1869 MNL-CEB</b>	Dep 19:30 Arr 21:10 <b>Dep 21:05 Arr 22:20*</b> Dep 22:05 Arr 23:15  Dep 20:00 Arr 21:15 <b>Dep 22:00 Arr 23:15*</b>
Sunday, Jan 24 <sup>th</sup>	Manila, Philippines to Cebu, Philippines	Cebu Pacific: <b>5J 551 MNL-CEB</b> 5J 563 MNL-CEB  Philippine Airlines: PR 1845 MNL-CEB	<b>Dep 06:15 Arr 07:35*</b> Dep 07:00 Arr 08:15  Dep 07:00 Arr 08:15
Monday, Jan 25 <sup>th</sup>	Cebu, Philippines	Cebu Pacific: <b>5J 576 CEB-MNL</b>	<b>Dep 18:30 Arr 19:45*</b>

	to Manila, Philippines	5J 558 CEB-MNL  Philippine Airlines: PR 1862 CEB-MNL <b>PR 2880 CEB-MNL</b>	Dep 20:15 Arr 21:30  Dep 17:55 Arr 19:10 <b>Dep 19:30 Arr 20:45*</b>
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*\* Please anticipate air traffic congestion during weekends*

*\* Recommended flights connote best options based on historical data on air traffic congestion*

#### **Appendix 4: Hotel Recommendations during Study in Canada Fair**

##### **Manila, Philippines:**

Fairmont Makati Philippines  
1 Raffles Drive, Makati Avenue  
Makati City, Philippines 1224  
Phone: +632 795 1888  
Fax: +632 555 9899  
Email: [makati@fairmont.com](mailto:makati@fairmont.com)  
Website: [www.fairmont.com/makati](http://www.fairmont.com/makati)

##### **Cebu, Philippines:**

Marriott Hotel Cebu  
Cardinal Rosales Avenue  
Cebu City, Philippines 6000  
Phone: +63 32 411 5800  
Fax: +63 32 411 5801  
Website: <http://www.marriott.com/hotels/travel/cebph-cebu-city-marriott-hotel/>

#### **Appendix 5: Services Offered during Study in Canada Fair**

- Pull Up / Roll Up Banner Printing
- Brochures / Flyers Printing
- Other Printing Services
- Customized Souvenirs and Giveaways
- Customized Transportation Service

For cost estimate please contact:

##### **BRANDZONE INC.:**

**Name:** Aldrei Calanog ([events@brandzoneadvertising.com](mailto:events@brandzoneadvertising.com);  
[alcalanog@yahoo.com](mailto:alcalanog@yahoo.com))

**Tel:** +63 917 500 6652; +632 831 6561

## **Appendix 6: Additional Information Required to Complete Registration**

In order to participate in the Study in Canada Fair – January 2016 for the Philippines, the registration form must be completed and submitted, along with accompanying documents requested below, by the stated registration deadline.

1. Institution logo (high resolution)
2. Completed institution profile using the template below:

<b>Name of institution:</b>	
<b>Full address of institution:</b>	
<b>Website:</b>	
<b>Total student population:</b>	
<b>Number of international students:</b>	
<b>Language of instruction:</b>	
<b>Term duration and dates:</b>	
<b>Tuition fees per academic year for international students (provide range if applicable):</b>	
<b>Contact person and title:</b>	
<b>E-mail address of contact person:</b>	
<b>Telephone:</b>	
<b>Fax:</b>	

**How would you like the name of your institution to appear on your booth?**  
Please enter your institution name below as you would like it to appear on your booth signage and in the event catalogue.

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**Type of Institution**

Your choice will determine which section of the fair and the event catalogue you are placed in (please check the option that applies):

- University
- College / Institute / Polytechnic / Cégep
- K + 12

**Institution Profile**

Your profile will be placed in a fair catalogue that will be distributed to all visitors. We suggest you highlight what makes your institution unique.

Please provide a brief description of your institution and the area where it is located (approximately 100 words or 500 characters):

**Unique or strong programs** (approximately 30 words or 150 characters):

**For K + 12 institutions, what is the age range of international students at your institution?**

**Language courses (ESL and FSL)**

**Language programs offered in**

**Summer Programs**



**Special Programs**

**Relevant Scholarships**

**Scholarships available for International Students**

**Application Deadline**

**Application Procedures (include website)**