

**REGISTRATION FORM for the PHILIPPINES  
6<sup>TH</sup> Study in Canada Fair**

October 19<sup>th</sup> to 22<sup>nd</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 October 19<sup>th</sup> to 22<sup>nd</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) and [alcalanog@gmail.com](mailto:alcalanog@gmail.com).**

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

**REGISTRATION DEADLINE – AUGUST 15, 2016**

**INSTITUTION AND PARTICIPANT DETAILS**

Institution Name:	
Institution Address:	

**Participant #1**

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

**Participant #2 (if applicable)**

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

*Note: There is a limit of two (2) participants per institution*

## 1. Registration Fee

### **CAD 2,800**

- Includes participation in Manila and Cebu  
**Manila:** coordination, booth set-up and dismantling, signage, inclusion of school profile in exhibit catalogues, online public registration profile, lunch and refreshments from October 19 to 22, transportation to and from school visits and events in Manila, digital advertisements in social media and other promotional initiatives (newspaper, radio, SMS, email blasts, posters and flyers) targeting potential students nationwide, participation in networking event with key education contacts and briefing sessions with Trade Commissioner Service and Immigration Refugees and Citizenship Canada.  
**Cebu:** Participation in briefing session and networking event with key education contacts, transport to and from school visits.

## 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 August 31, 2016.
- 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 local suppliers in order to provide the services identified in this agreement.
- The institution shall be responsible for and will cover the cost of sending its promotional materials to hotels in Manila and Cebu, based on instructions to be provided by the organizer (Brandzone).

## 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 August 15, 2016, 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 August 15, 2016, 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 to support the education promotion efforts of TCS 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@gmail.com">alcalanog@gmail.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@gmail.com](mailto:alcalanog@gmail.com))

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

**Global Affairs Canada:**

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

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

<b>DAY</b>	<b>COUNTRY</b>	<b>CITY</b>	<b>AM</b>	<b>PM</b>
Wednesday, Oct 19 <sup>th</sup>	Philippines	Cebu	Cebu Market Briefing, School Visits	Partnerships and Networking Event
Thursday, Oct 20 <sup>th</sup>	Philippines	Manila	Travel from Cebu to Manila	Market Briefing, CIC Discussion, Partnerships and Networking Event
Friday, Oct 21 <sup>st</sup>	Philippines	Manila	School Visits	School Visits
Saturday, Oct 22 <sup>nd</sup>	Philippines	Manila	Education Fair and Info Seminars	Education Fair and Info Seminars

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

<b>DATE</b>	<b>CITY</b>	<b>AIRLINE</b>	<b>TIME</b>
Tuesday, Oct 18 <sup>th</sup> (Option 1)	Manila, Philippines to Cebu, Philippines	Cebu Pacific: 5J 573 MNL - CEB	Dep 18:00 Arr 19:25
		Philippine Airlines: PR 1863 MNL-CEB	Dep 18:30 Arr 19:45
Wednesday, Oct 19 <sup>th</sup> (Option 2)	Manila, Philippines to Cebu, Philippines	Cebu Pacific: 5J 569 MNL - CEB	Dep 04:20 Arr 05:35
		Philippine Airlines: PR 1841 MNL-CEB	Dep 05:00 Arr 06:15
Thursday, Oct 20 <sup>th</sup>	Cebu, Philippines to Manila, Philippines	Cebu Pacific: 5J 568 CEB - MNL	Dep 10:30 Arr 11:55
		Philippine Airlines: PR 1846 MNL-CEB	Dep 08:55 Arr 12:15

*\* Please anticipate air traffic congestion which may result to flight delay.*

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

### **Manila, Philippines:**

#### Shangri-la at the Fort, Manila

30<sup>th</sup> St cor 5<sup>th</sup> Ave, Bonifacio Global City

Taguig City, Philippines 1634

Phone: +632 820 0888

Email: [shelly.angeles@shangri-la.com](mailto:shelly.angeles@shangri-la.com)

Website: [www.shangri-la.com/fort](http://www.shangri-la.com/fort)

Estimated rate per Deluxe Room: Php 10,470+++

Contact Person: Ms. Joerell Tan / Althea Penaloza

#### Fairmont Hotel Makati

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)

Estimated rate per Deluxe Room: Php 8,800+++

Contact Person: Carla Oabel

### **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/>

Estimated rate per Deluxe Room: Php 8,500 net

Contact Person: Mr. James Lota

## **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
- **BOOTH DRESS UP (Customized for your institution)**

For cost estimates please contact:

**BRANDZONE INC.:**

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

**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)**