

**(Le français suit)**

**Join us at the EduCanada Fairs in Indonesia**

**(Surabaya and Jakarta)**

**Target Audience:**

**K-12, Language Schools, Post-secondary Institutions & Post-graduate Institutions**

**Space is limited – Please register as soon as possible**

**EVENT DESCRIPTION**

Global Affairs Canada is pleased to invite eligible Canadian institutions to participate in the next edition of the **EduCanada Fairs in Indonesia.**

This fair is designed to allow Canadian representatives to meet potential students and parents, as well as educational agents and institutional representatives throughout the region.

Canadian Education International is responsible for the organization and all logistics for the EduCanada Fairs. The Embassy of Canada in Indonesia will be providing clients with customized services and organizing market briefing, networking luncheon and schools visits.

| **City** | **Date** | **Type of Event** | **Early-bird rate** | **Standard Rate** |
| --- | --- | --- | --- | --- |
| Surabaya | 19 – 20 October | Recruitment Fair, Market briefing, Networking Luncheon, and Schools Visits | n/a | CAD 1900 |
| Jakarta | 21 – 22 October | Recruitment Fair, Market briefing, Networking Luncheon, and Schools Visits | n/a | CAD 2900 |

**Registration Deadlines: 21 September 2018**

**TO REGISTER – SEE ATTACHED REGISTRATION and INSTITUTIONAL PROFILE FORMS**

Canadian Education International is responsible for the organization of the EduCanada Fair(s) and all logistical questions should be directed to them.
Contact Name: **Wely Kustono, Director**
Email: wely.kustono@canada-edu.org

However, if you have any questions on the opportunities and potential of the market(s) for your institution, please do not hesitate to contact the Trade Commissioner(s) responsible for education in **Indonesia: Julia Pangkey, email:** julia.pangkey@international.gc.ca

We look forward to your participation in these events!

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| **Important Information for Canadian Education Institutions on the EduCanada Brand** The EduCanada brand supports the international education offer of Canadian provinces and territories. It is the result of collaboration between the provinces and territories through the Council of Ministers of Education, Canada (CMEC) and Global Affairs Canada.The EduCanada brand signals that its holder consistently provides high quality education programs, deals with international students in accordance with recognized codes of practice and is subject to quality assurance mechanisms that monitor adherence to set standards.Further to the Brand Use Eligibility Policy jointly established by Global Affairs Canada and the CMEC, K-12 schools, post-secondary education institutions and language schools are invited to consult the provincial lists of brand eligible institutions at [www.imagine.cmec.ca/en/institutions](http://www.imagine.cmec.ca/en/institutions).Note that only institutions appearing on the provincial lists are eligible to participate in events (i.e. Canada-only fairs, Canada pavilions at third party fairs or other outreach events) organized and/or coordinated by Global Affairs Canada and/or its assigned service provider. If the institution is not on the list, it is not eligible to participate unless written consent is obtained from the province/territory where the institution is located. Questions on this issue should be directed to a.taiyeb@cmec.ca .**Participation by Education Agents or Consultants**Education agents or consultants cannot register for an education fair organized by Global Affairs Canada and/or its assigned service provider. Registration must be completed by a representative from a brand eligible institution. If a Canadian institution or school board designates an agent to participate on its behalf, it must advise Global Affairs Canada and/or its assigned service provider. The education agent must also provide a Mandate Letter from the institution demonstrating that it is authorized to act on its behalf. No promotional material from education agents, including but not limited to, business cards, flyers, brochures, swag or apparel shall be used, displayed or distributed at the booth/table or at the event. Promotional material will be limited to material supplied by the brand eligible institution. |



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| http://static.edufindme.com.s3.amazonaws.com/imagine_canada/news/2015-2/top.jpg |
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| **Joignez-vous à nous aux Salons EduCanada en/au Indonésie (Surabaya et Jakarta)****Public cible**:**Les établissements d’enseignement canadiens de la maternelle à la 12e année, écoles de langue, établissements postsecondaires et les études supérieures****Les places sont limitées – Veuillez-vous inscrire aussitôt que possible.** |
| **DESCRIPTION DE(S) L’ACTIVITÉ(S)**Affaires mondiales Canada est heureux d'inviter les établissements canadiens admissibles à participer à la prochaine édition des Salons ÉduCanada en/au IndonésieCes salons sont conçus pour permettre aux représentants canadiens de rencontrer les étudiants potentiels et les parents, ainsi que les agents en éducation et les représentants des institutions de toute la région.Canadian Education International est responsable de l’organisation et de toute la logistique des salons canadiens qui sera co-organisé avec (le prestataire de services). L’Ambassade du Canada au Indonésie fournira aux clients des services personnalisés et organisera des séances d’informations sur le marché, déjeuné de réseautage et visites d'écoles.  |

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| **Ville** | **Date** | **Type d'évènement** | **Tarif spécial de préinscription** | **Tarif régulier** |
| --- | --- | --- | --- | --- |
| Surabaya | 19 – 20 Octobre | Salon de recrutement d’étudiants, des séances d’informations sur le marché, déjeuné de réseautage et visites d'écoles | - | CAD 1900 |
| Jakarta | 21 – 22 Octobre | Salon de recrutement d’étudiants, des séances d’informations sur le marché, déjeuné de réseautage et visites d'école | - | CAD 2900 |

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| **Dates limites des inscriptions: 21 Septembre 2018****INSCRIVEZ-VOUS DÈS AUJOURD’HUI – VOIR CI-JOINTS LES FORMULAIRES D’INSCRIPTION ET PROFIL DE L’ÉTABLISSEMENT)**Canadian Education International prend en charge l’organisation complète du(des) Salon(s) ÉduCanada et toute question de logistique doit leur être adressée. Nom de la personne ressource: **Wely Kustono, Directeur**Courriel: wely.kustono@canada-edu.orgToutefois, si vous avez des questions sur les opportunités de marché pour votre établissement, n’hésitez pas à contacter le/la/les Déléguée Commérciale responsable de l’éducation: **Indonesié**, **Julia Pangkey**; courriel : julia.pangkey@international.gc.ca Nous nous réjouissons de votre participation à ces évènements!

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| **Informations importantes sur la marque ÉduCanada pour les établissements d’enseignement** ÉduCanada est une marque qui appuie l'offre éducative des provinces et territoires au Canada sur la scène internationale. Elle est issue d'une collaboration entre les provinces et les territoires au sein du Conseil des ministres de l’Éducation (Canada) (CMEC) et Affaires mondiales Canada. La marque ÉduCanada atteste que l'établissement qui l'utilise offre des programmes d'éducation de haute qualité; traite ses étudiantes et étudiants internationaux dans le respect de codes de bonne pratique reconnus; et est assujetti à des mécanismes d'assurance de la qualité qui veillent au respect des normes établies. Pour donner suite à la Politique sur l’admissibilité à utiliser l’image de marque établie conjointement par Affaires mondiales Canada et le CMEC, des écoles de la maternelle à la 12e année, des établissements d’éducation post-secondaire et des écoles de langue sont invités à consulter les listes provinciales d’établissements admissibles à utiliser l’image de marque à [www.imagine.cmec.ca/fr/etablissements/](http://www.imagine.cmec.ca/fr/etablissements/). Veuillez noter que seuls les établissements figurant sur les listes provinciales peuvent participer aux salons (c.-à-d. les salons du Canada seulement, les pavillons du Canada aux salons organisés par des tiers ou d’autres activités de sensibilisation) organisés ou coordonnés par Affaires mondiales Canada ou son fournisseur de services désigné. Si l’établissement ne figure pas sur la liste, il ne peut pas participer au salon, à moins d’obtenir un consentement écrit de la part de la province ou du territoire où se situe l’établissement. Toute question à ce sujet doit être adressée à a.taiyeb@cmec.ca. **Participation des agents d’éducation ou de consultants** Les agents d’éducation ou les consultants ne peuvent s’inscrire à un salon de l’éducation organisé par Affaires mondiales Canada ou son fournisseur de services désigné. Les inscriptions doivent être remplies par un représentant d’un établissement admissible. Si un établissement canadien ou un conseil scolaire désigne un agent pour participer en son nom, il doit en aviser Affaires mondiales Canada ou son fournisseur de services désigné. L’agent d’éducation doit également fournir une lettre de mandat de la part de l’établissement prouvant qu’il est autorisé à agir en son nom. Les agents locaux ne peuvent utiliser durant l’événement ni déposer du matériel promotionnel sur un stand ou sur une table, y compris, mais sans s’y limiter, des cartes de visite, des dépliants, des brochures, des objets promotionnels ou l’habillement. Le seul matériel promotionnel permis est celui qui est fourni par l’établissement canadien admissible. |

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**REGISTRATION FORM for INDONESIA**

**EduCanada Fair**

**19 – 22 October 2018**

This document is for the purpose of defining the financial responsibility of

Canadian Education International - Indonesia (CEI - Indonesia) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [institution] in relation to the EduCanada Fair in Indonesia on 19 – 22 October 2018

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| **Please ensure to complete this form in full and send an electronic (scanned) copy along with the accompanying documentation requested in Appendix 1 to Dian.Marzonia@canada-edu.org with a copy to Wely.Kustono@canada-edu.org Forms may also be submitted by fax to (62-21) 525-4904****REGISTRATION DEADLINE – 21 September 2018** |

**INSTITUTION AND PARTICIPANT DETAILS**

|  |  |
| --- | --- |
| Institution Name: |  |
| Institution Address: |  |

**Participant #1**

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

**Participant #2 (if applicable)**

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

**Participant #3 (if applicable)**

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

**1. Responsibilities of the Institution**

* Institutions agree to pay in advance for the costs of activities associated with the education tour / fair.
* Payment of the agreed costs will be made at the time of registration as per payment instructions below. Payment must be made before the event takes place.
* Institutions must register for the events in each of the cities of the tour in which they wish to participate. Please indicate with an (X) the segment(s) of the tour in which you will participate and how many representative will attend.

|  |  |  |  |
| --- | --- | --- | --- |
| **EduCanada Fair****October 2018** | **Registration Cost** | **Participation (indicate with “X”)** | **Name of Representative(s)** |
| 2 Indonesian Cities(Surabaya and Jakarta) | $4,800 CAD |  |  |
| 1 Indonesian City ONLY | Surabaya ONLY | $1,900 CAD |  |  |
| Jakarta ONLY | $2,900 CAD |  |  |
| **TOTAL** |  |  |  |

* The institution must cover their airfare, hotel, per-diem and incidental expenses.
* The institution understands that CEI - Indonesia may hire the services of a local service provider in order to provide the services identified in this Agreement.

2**. Responsibilities of CEI - Indonesia**

* CEI - Indonesia will provide the institution with information regarding schedules, logistics, hotels and visas.
* CEI - Indonesia 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.
* CEI - Indonesia will decide the location of booths according to the hotel’s guidelines and visitors’ convenience.

**3. Statement of Work**

The funds collected by CEI - Indonesia 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.

1. **Cancellation**
2. If the institution formally withdraws its registration prior to the stated registration deadline**,** CEI - Indonesia shall return the balance of funds after deducting wire transfer fees plus any expenses already incurred.
3. If the institution formally withdraws its participation after the stated registration deadline, no funds shall be issued by CEI - Indonesia.
4. Formal withdrawal in a) and b) above should be sent to CEI – Indonesia contact as listed below by e-mail or signed facsimile.
5. 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**.**

1. **Unused Funds**

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

1. **Payment Procedure**

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

Please provide contact information to receive banking instructions:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: (in Canadian Dollars) **$\_\_\_\_\_\_\_\_\_\_**

**CEI – Indonesia Payment Contact Information**

**Name: Dian Marzonia (dian.marzonia@canada-edu.org)**

**Tel: (62-21) 525-4905, 525-6676**

1. **Signatures --** Institution must sign first before sending to CEI - Indonesia.

In signing below, the institution and CEI - Indonesia are confirming acceptance of the terms of this agreement.

**Institution/Education organization**:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:**

**Name: Wely Kustono (wely.kustono@canada-edu.org)**

**Tel: (62-21) 525-4905, 525-6676**

**Appendix 1: Additional Information Required to Complete Registration**

**In order to participate in the EduCanada Fair – Oct 2018 for Indonesia, the registration form must be completed and submitted, along with accompanying documents requested below, by thestated registration deadlines.**

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

Please indicate how you would like your institution to be identified at the fair (circle one):

1. K-12 3. Graduate School

2. University/Polytechnic/College 4. Languages Canada-accredited Language School

|  |  |
| --- | --- |
| **Name of institution:** |  |
| **Full address of institution:** |  |
| **Website:** |  |
| **Total student population:** |  |
| **Number of international students:** |  |
| **Language of instruction:** |  |
| **Term duration and dates:** |  |
| **Application procedure (include website):** |  |
| **Application deadline per intake:** |  |
| **Tuition fees per academic year for international students** **(provide range if applicable):** |  |
| **Main fields of study:** |  |
| **Short profile of institution** **(max. 100 words):** |  |
| **Contact person and title:** |  |
| **Email address of contact person:** |  |
| **Telephone:** |  |
| **Fax:** |  |