



Indonesia - Thailand - Vietnam

A TIMES HIGHER EDUCATION EVENT

EXHIBITOR MANUAL

INDONESIA | THAILAND | VIETNAM

2023

**19th October -
7th November**

Dear Exhibitor,

This manual has been designed to help you make final preparations for your participation in the Autumn events in Asia (Hanoi, Ho Chi Minh City, Jakarta & Bangkok), as successful as possible and your opportunity to book any additional services you may require.

The Asia international education series consists of three exhibition fairs (Hanoi, HCMC & Jakarta), school visits (Hanoi, HCMC, Bangkok & Jakarta) and three Workshops: Vietnam International Schools Forum & Workshop (HCMC), Indonesia International Schools Forum & Workshop and Indonesia Higher Education Workshop (both in Jakarta).

Please note, some events might not be relevant to your organisation, hence, you only need to follow instructions for the events you have signed up for.

With this manual you will be able to enter essential information about your institution, book hotels, hire translators / stand assistants, book seminars and panel printing for the fairs via the BMI Exhibitor Information System (EIS).

Please note, the 2nd October is the final day for submitting information or ordering any extras in the EIS. After this date, extras services will still be available but will incur an additional 50% charge on their regular prices and items such as hotel booking might close early depending on availability. Contact laura@bmiglobaled.com for information.

I highly recommend making all the necessary bookings and requests on EIS ASAP!

If you have any questions or require any special assistance, please do not hesitate to contact us.



William Prieto Parra
Event Director

ORGANISER AND CONTACT INFORMATION

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26 Red Lion Square,
London, WC1 4HQ, UK



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► EVENT GENERAL INFORMATION

BMI's COVID Secure In-Person Event Policy, Privacy and GDPR & General Travel Information including visa requirements and airport transfer can be found [here](#).

If you have any questions, please contact laura@bmioglobaled.com

■ THE EXHIBITOR INFORMATION SYSTEM (EIS)

The EIS is the BMI online Exhibitor Information System where you, as an exhibitor, can input all the information we require to help make your participation as successful as possible. The EIS online system is now open.

In the EIS, you will be able to:

- Enter your institution's profile for entry into the Official Catalogue which is given to each visitor.
- Enter your logo, the type of courses, languages and areas your school offers - this will be displayed in the official event's website [Vietnam Talk Global Study](#) and [Indonesia Talk Global Study](#) on your profile.
- Tell us the flag and the name you would like displayed above your stand, on the fascia board.
- Order a translator or stand assistant to help at your stand or request a seminar.
- Order full colour panel printing for your stand.
- Book an advertisement in the show catalogue which is given out to all visitors in every fair city.
- Make hotel reservations at official and venue hotels in each city at discounted rates.
- Download shipping labels and provide us tracking information for your shipment.
- If you are unable to use the BMI Smart Scan on your mobile device, you can order a hand-held scanner to be used at each fair. The BMI SmartScan App is used to capture student data at the student recruitment fairs.

**Please complete each online section in the Exhibitor Information System (EIS)
by 2nd October 2023.**

■ EQUIPMENT PROVIDED

Fair Setup: Each stand will be supplied with: 1 table and 2 chairs; 1 electricity point; 2 spotlights (or 1 fluorescent light) and 1 fascia (name) board. If you require additional furniture, please email us, and we will contact the stand construction company and obtain a price for the additional items required. Please remember to bring a travel adaptor or plug converter, as we don't provide them.

Unless it is a corner stand, your stand comes fully fitted with 2 side walls and a back wall. Please click [here](#) for further information and a layout diagram of the stand.

Panels: Double sided tape or similar may be used, but must be removed by exhibitors at the end of the exhibition. Under no circumstances must anything be nailed, screwed, glued or painted onto the panels or metal framework of the stand. Any damages will be charged to the exhibitor. All stands must be clean and ready 30 minutes before the opening of each event. No packing materials or goods will be allowed inside the hall after that time. Please note panel print sizes are 0.95m wide x 2.40m high in Indonesia/Hanoi and 0.975m wide x 2.23m high in HCMC.



■ HOTEL BOOKING

Full information about the official hotel and rates are on the next page. However, you must make hotel reservations for all hotels via the **EIS**. Any changes to your reservation, including cancellations, will only be accepted 30 days prior to your scheduled arrival and when submitted via email. Hotels will permit free cancellation if medical documentation advising against travel is provided, if travel regulations change so that you cannot enter the country to attend the events, or if the events are suspended by local or government regulations.

We have block-booked rooms in each hotel, and the earliest date for check-in and checkout can be found on the hotel bookings page of the EIS.

Additional Nights

For check-in or check-out outside our blocked dates, please contact laura@bmiglobaled.com to check availability and the best rates.

We highly recommend you stay in the official hotels and do all the bookings via EIS, however, if you are not staying in one of the official hotels, please enter your hotel and contact number (in case of emergency) in the hotel page of the EIS.

► HOTELS, VENUES AND EVENT SET UP TIMINGS

The rates shown below are subject to change due to exchange rate fluctuations. Please check the Exhibitor Information System for the latest hotel rates.

EVENT DATE & TIME	VENUE	ACCOMMODATION
HIGH SCHOOL VISITS HANOI Thursday 19 th October 2023 Times for each visit to be confirmed	Schools to be advised	<u>Melia Hanoi Hotel</u> 44 Lý Thường Kiệt, Trần Hưng Đạo, Hanoi 001235, Vietnam Tel: +84 24 3934 3343
VIETNAM EDUCATION FAIR HANOI Saturday 21 st & Sunday 22 nd October 2023 Event Time: 14:30-18:00 Set Up: 12:00-14:30	Melia Hanoi Hotel 44 Lý Thường Kiệt, Trần Hưng Đạo, Hanoi 001235, Vietnam Tel: +84 24 3934 3343	RATES: Single: USD 170 Double USD 192
VIETNAM INTERNATIONAL SCHOOLS FORUM & WORKSHOP HO CHI MINH CITY Monday 23 rd & Tuesday 24 th October 2023 Networking Cocktail/Dinner: 19:00-22:00 (Day 1) Workshop: 08:30-17:15 (Day 2)	Sofitel Saigon Plaza 417 Lê Duẩn Boulevard, District 1, Hồ Chí Minh City 070000 Vietnam Tel: +84 28 3824 1555	<u>Sofitel Saigon Plaza</u> 417 Lê Duẩn Boulevard, District 1, Hồ Chí Minh City 070000 Vietnam Tel: +84 28 3824 1555
VIETNAM EDUCATION FAIR HO CHI MINH CITY Wednesday 25 th October 2023 Event Time: 16:00-19:30 Set Up: 14:00-16:00	Riverside Palace 360D Bến Vân Đồn, Phường 1, Quận 4, Hồ Chí Minh City, Vietnam Tel: +84 28 6256 8888	RATES: Single: USD 165 Double USD 180
HIGH SCHOOL VISITS HO CHI MINH CITY Thursday 26 th October 2023 Times for each visit to be confirmed	Schools to be advised	
INDONESIA EDUCATION FAIR JAKARTA Saturday 28 th & Sunday 29 th October 2023 Event Time: 14:30-18:00 Set Up: 12:00-14:30	Pullman Jakarta Central Park Podomoro City Jl. Let. Jend. S. Parman Kav. 28, 11470 Jakarta, Indonesia Tel: + 62 21 29 20 00 88	
HIGH SCHOOL VISITS JAKARTA Monday 30 th & Tuesday 31 st October 2023 Times for each visit to be confirmed	Schools to be advised	
INDONESIA INTERNATIONAL SCHOOLS FORUM & WORKSHOP JAKARTA Wednesday 1 st & Thursday 2 nd November 2023 Networking Cocktail & Dinner: 19:00-22:00 (Day 1) Workshop: 08:30-17:15 (Day 2)	Pullman Jakarta Central Park Podomoro City Jl. Let. Jend. S. Parman Kav. 28, 11470 Jakarta, Indonesia Tel: + 62 21 29 20 00 88	<u>Pullman Jakarta Central Park</u> Podomoro City Jl. Let. Jend. S. Parman Kav. 28, 11470 Jakarta, Indonesia Tel: + 62 21 29 20 00 88
INDONESIA HIGHER EDUCATION WORKSHOP JAKARTA Thursday 2 nd & Friday 3 rd November 2023 Networking Cocktail & Dinner: 18:30-21:30 (Day 1) Workshop: 08:30-18:00 (Day 2)		RATES: Single: USD 140 Double USD 155
HIGH SCHOOL VISITS BANGKOK Monday 6 th & Tuesday 7 th November 2023 Times for each visit to be confirmed	Schools to be advised	<u>Royal Orchid Sheraton Towers</u> 2 Charoen Krung Road Soi 30 Siphya, Bangrak 10500, Bangkok, Thailand Tel: +66 2665 3378
		RATES: Single: USD 160 Double USD 180

*Rooms in all hotels must be paid to BMI directly. BMI will charge your accommodation to the credit card provided in the EIS. All rates include breakfast, taxes and fees. Rates are subject to availability.



▶ REGIONAL FLIGHTS RECOMMENDATIONS

DESTINATION	AIRPORT	AIRLINE	DATE	TIME	FLIGHT DURATION	FLIGHT TYPE
Hanoi - HCMC	HAN - SGN	Viajet	22 Oct	20:00 21:00 23:50	2hrs 10mins	Direct
			23 Oct	5:10 06:00 07:00 08:10 08:50 09:40 10:10		
		Vietnam Airlines	22 Oct	20:00 20:30 21:00 22:00 23:00		
			23 Oct	05:00 06:00 07:00 08:00 09:00 10:00 11:00		
		Bamboo	22 Oct	23:30		
			23 Oct	07:20		
		Vietravel	Vietravel	20:55		
HCMC - Jakarta	SGN - CGK	Viajet	27 & 28 Oct	09:35	3hrs 20mins	Direct There are other flights but are not direct (8+ hours)
		Vietnam Airlines/Garuda Indonesia	27 & 28 Oct	09:40		
Jakarta - Bangkok	CGK - BKK	Garuda Indonesia	4 Nov	12:35	3hrs 55mins	Direct
			5 Nov	09:45		
		Thai Airlines	4 & 5 Nov	13:05 19:05		
	CGK - DMK	Air Asia	4 Nov	02:40 07:10 13:45 16:30		
		Batik Air	4 Nov	09:35		
		Lion Air	4 Nov	05:00		

***Please note the above flight recommendations dates are based on doing all the asia events, however, flight times are similar everyday during this period.**

▶ OPTIONAL SERVICES

■ TRANSLATORS/STAND ASSISTANTS

Translators have proved very popular for institutions that do not have personnel who speak the local Asian languages. They are also invaluable for institutions only sending one person, as you will have an extra person to help during the peak periods and allow staff to take breaks without missing potential enquiries. If you are interested in ordering a translator, please order through the **EIS**, in the Extra Services section. Bilingual translators cost **USD 130** each for one-day events and **USD 260** for two-day events.

■ AV EQUIPMENT RENTAL

All AV services must be ordered directly through BMI by emailing laura@bmiglobaled.com

■ INTERNET

Internet is included at all venues. The username and password for the Wi-Fi network will be placed on your table or printed on the back of your exhibitor badge.



► BRANDING YOUR INSTITUTION

■ SEMINARS

The 30-minute seminars (including presentation and Q&A) present institutions with a unique opportunity to promote their programs to a mass audience. They are designed to inform the students, parents and executives about the institutions, courses and countries represented at the fairs. The following items are provided in the seminar room: a laptop, projector and screen, microphone and speakers. All seminars can be ordered using the **EIS**, in the Extra Services section. Seminars are **USD 700** per seminar per city, subject to availability. There are no seminars at school visits.

■ CATALOGUE ADVERTISEMENTS

A catalogue is emailed to all pre-registered guests and visitors to the fairs, and widely promoted on our social media accounts. We recommend that you enhance your free listing with an appropriate advertisement, which will have a greater impact on your presence at the fairs and will continue to promote your institution after the event. If you want to book an advertisement in the catalogue, please do it through the **EIS**, in the Required Information section.

Your advertising material should be sent in high resolution 300 dpi PDF format to laura@bmiglobaled.com before **20th September 2023**. (Please add a 5mm bleed and crop marks on each page).

SPACE	PRICE	SIZE
Half Page	USD 1,200	21 cm (w) X 14.85 cm (h)
Full Page	USD 2,400	A4 - 21 cm (w) X 29.7 cm (h)
Inside Front or Back Cover	USD 3,500	A4 - 21 cm (w) X 29.7 cm (h)
Back Cover	USD 4,000	A4 - 21 cm (w) X 29.7 cm (h)

■ FULL COLOUR GRAPHICS FOR YOUR STAND

You may have seen many institutions at recent fairs decorate their stands with full colour graphics printed directly on the stands. This not only looks very attractive and attracts many more visitors to the stand, but also avoids the need to carry or ship display material and spending time decorating the stand.

International institutions usually ship expensive stand displays or bring them when they travel to the event. Normally, they do not know local suppliers, who often cannot issue proper receipts or only accept payment in local currency.

BMI has therefore negotiated with suppliers in each city for you to take advantage of having full colour printed panels so that your stand is ready when you arrive. The cost for panel printing is **USD 140** per panel. This service can be ordered on the **EIS**.

Please note, **panel print sizes are 0.95m wide x 2.40m high for Jakarta/Hanoi and 0.975m wide x 2.23m high for HCMC**. Artwork should be supplied exactly to these dimensions and the final PDF file must be supplied at 100 DPI. All artwork should be emailed to laura@bmiglobaled.com before **2nd October 2023**. You must send a different file for each panel, and please provide a panel location guide, so we know where each panel fits.

You can see some typical examples of panel printed stands [here](#).

■ PRINTING IN ASIA

You may also choose to print your material in Indonesia, Vietnam or Thailand and have it on your stand when you arrive. BMI currently prints brochures for over 200 international institutions. Printing in Asia with BMI will help you make huge savings in shipping costs, avoid any customs issues, taxes or delivery problems.

If you are interested in printing locally, please fill out the form to request this service through the EIS, in the Printing Service section. We will then get back to you with a quotation or request any additional information we may require.

The deadline for this service is **25th September 2023.**

▶ SHIPPING INFORMATION

■ APPOINTED FREIGHT COMPANY

BMI highly recommends the services of Air Concepts, which is used by many educational institutions for shipping of materials to international exhibitions worldwide. Air Concepts will pick up and ensure that your material is delivered directly to the fair venue. Please contact AIR CONCEPTS directly for rates and further instructions.

AIR CONCEPTS USA

Address: 645 SE Central Parkway, 34994, Stuart, Florida, USA

Contact: Dina Colantrello or Megan Tomlin

Tel: +1 772 219 2525 / Fax: +1 772 219 2534

Email: dina@airconceptsusa.com / megan@airconceptsusa.com

You may also use one of the three following methods to ship material to the Asia Events:

- We urge all exhibitors to bring all (or as much as possible) of their display and handout material with them when they travel to the event.
- Exhibitors having representative partners in the country of the event may wish to ship material directly to the representative.
- You may ship material direct to each city following the instructions below through DHL, Federal Express, UPS or any other major air courier company. **WE DO NOT RECOMMEND TNT or a local MAIL SERVICE.** Please ensure that the air courier company you use has an official representative in Indonesia & Vietnam and that you have the contact details of the representative.

■ OTHER SHIPPING COMPANIES

If you are not using AIR CONCEPTS, you must input all the information on how you shipped your material along with the airway tracking numbers into the EIS system.

BMI staff will not be able to help you on the day of the fair.

If you do not follow the below recommendations exactly as explained, your material may be held up in customs, sent back, lost or destroyed. Please note, we are unable to help you retrieve parcels that get held up in customs.

Customs in Asia are extremely strict, and it is very important that goods be correctly sent. Please ensure your material is sent to the address on the shipping label.



INSTRUCTIONS	RULES
All boxes should arrive well in advance:	to arrive 10 days prior to each event
Each shipment (or consignment) should not exceed weight of:	10kg
No box can exceed the weight of:	2kg
Be sure that your shipping company is aware that your institution is paying for the shipment:	BMI will not pay for local shipping charges
All shipments must read " Publication of no commercial value, for free distribution " on the content section of the airway bill.	Please include translation in the local language. See labels on EIS or download from here: (Vietnam, Indonesia, Thailand)
Do not ship display materials or any items which are not printed matter:	do not send materials such as t-shirts and pens
Airway Bill should be accompanied by a Proforma Invoice , which states the content and a value for customs. The value should read:	No Commercial Value
On the airway bill, the section: duties and taxes must be marked to indicate that these charges (if applied by customs) will be paid by the Sender.	Your institutions pays any duties and taxes
Send the material for each city to the person and address indicated on the Label Form available in the EIS. All materials will be placed in your booth and each box must clearly indicate:	Your institution name & the relevant event name, e.g., BMI - Vietnam Education Fair - HCMC
Each shipment must be sent on a door-to-door basis with taxes and fees paid by the sender (if applicable).	There are no local representatives available to collect your parcels from the shipping company or customs
For several shipments, allow 2-3 days between each shipment as it may be treated as one shipment and will therefore put you over the limit of weight.	allow 2-3 days between each shipment
Insert number of boxes and tracking number(s) on EIS system	deadline to do this is by 9th October

Upon dispatch, the tracking information should be entered in the EIS, in the Shipping/Tracking section. This is the only way we can track your shipment. Please note: should any problems arise in transit, BMI is not responsible for custom clearance payments and paperwork, nor are the contact persons on the label.

It is essential that the person who is travelling to Asia carries a copy of all the following information:

- **Airway bill numbers for each box you have shipped and how many boxes were sent to each city.**
- **Full contact details of the courier company in Indonesia, Vietnam or Thailand. Before you travel, obtain the mobile phone number of the shipping manager in your country and their local contact in Asia.**
- **We also suggest carrying a digital PDF copy of your material in case of any delays in your shipment, so we may be able to help you print it locally.**

■ ADDRESSES FOR SHIPPING MATERIALS TO ASIA

HANOI

- **High School Visits (19th October)**
- **Vietnam Education Fair (21st & 22nd October)**

ATT: Mr. Nguyễn Trọng Hưng (Andy)

Melia Hanoi

44 Lý Thường Kiệt, Trần Hưng Đạo

Hanoi 001235, Vietnam

Tel: +84 24 3934 3343

HO CHI MINH CITY

- **Vietnam International Schools Forum & Workshop (23rd & 24th October)**
- **High School Visits (26th October)**

ATT: Ms. Huong Nguyen

Sofitel Saigon Plaza

17 Lê Duẩn Boulevard, District 1,

Hồ Chí Minh City 070000, Vietnam.

Tel: +84 28 3824 1555 (ext. 7525)

HO CHI MINH CITY

- **Vietnam Education Fair (25th October)**

ATT: Mr. Lê Trung Hải

Saigon South Residences

Xã Phước Kiển, Huyện Nhà Bè,

Hồ Chí Minh, Vietnam

Tel: +84 903 870 848



JAKARTA

- Indonesia Education Fair (28th & 29th October)
- High School Visits (30th & 31st October)
- Indonesia International Schools Forum & Workshop (1st & 2nd November)
- Indonesia Higher Education Workshop (2nd & 3rd November)

ATT: Ms. Muthmainah Mutiaini (Ache)

Pullman Jakarta Central Park

Podomoro City Jl. Let. Jend. S. Parman Kav. 28, 11470 Jakarta, Indonesia.

Tel: + 62 21 29 20 00 88

BANGKOK

High School Visits (6th & 7th November)

ATT: Ms. Kwanjit Damrongsatayaporn (Kwan)

Royal Orchid Sheraton Hotel & Towers

2 Charoen Krung Road Soi 30, Siphya, Bang Rak, Bangkok 10500, Thailand

Tel: +66 2665 3377

FOR EACH CITY, IT IS VERY IMPORTANT TO SPECIFY WHICH BOXES ARE FOR THE WORKSHOP, FAIRS OR HIGH SCHOOLS VISITS.

► PRESS AND PR CAMPAIGN

An extensive press and public relations campaign will be conducted for the event in addition to print, web and direct marketing campaigns.

Therefore, we are offering you the opportunity to receive significant extra promotion prior to the events in the media at no extra charge. This will then be added to our event media pack and we may contact you for additional information.

We would welcome information on any of the following subjects:

- Any new courses that you will be promoting
- Details of courses that are unique to you or will appeal to local students
- Any special promotions/discounts you may have during the fair
- Names of any famous past or present students
- Anything else you would like the media to know or that you feel may be of interest



To submit your information, please complete the [online form](#) with the above information by **15th September 2023**.



► HOW TO PROMOTE THAT YOU ARE EXHIBITING AT THE FAIR

Ensure you make the most out of your participation by effectively promoting your presence at the upcoming fair to students and parents. Highlight the fact that you will be personally visiting their country and are ready with the face-to-face.

It is important to note that we employ distinct fair brands for each market that cater directly to students. Refer to the table below for precise details to communicate with students, and also gain access to graphics including logos and social media posts.

	VIETNAM EDUCATION FAIR	INDONESIA EDUCATION FAIR
Use the student facing fair name	TRIỂN LÃM DU HỌC - Times Higher Education	Talk Global Study Fair - Times Higher Education
Download the fair logo	 Download here	 Download here
Social media images and assets	Download: English version here Vietnamese version here	Download: English version here Indonesian version here
Promote this registration link	vietnam.talkglobalstudy.com	indonesia.talkglobalstudy.com
Use these venues, dates and times	<p>Hanoi 21st & 22nd October 14:30 - 18:00 Melia Hanoi Hotel 44 LY Thuong Kiel, Tran Hung Ow</p> <p>Ho Chi Minh City 25th October 16:00 - 19:30 Riverside Palace 360D Ben Van Den, Phungng 1, Quan 4</p>	<p>Jakarta 28th & 29th October 14:30 - 18:00 Pullman Jakarta Central Park Podomoro City A Let. Jend. S. Parman Kay. 28</p>



▶ INTERNATIONAL SCHOOLS FORUM & WORKSHOP

If you are participating in any of the three Asia Workshops, for venue information please check the Venue table on [page 6](#).

■ FORMAT AND SETUP

Each participating institution is provided with a table and one chair. You may decorate your table in any way you wish, however, standing or portable displays are strictly prohibited during the workshop. Most institutions use a mini table-top banner.

■ CONTACT DETAILS & REQUIRED INFORMATION ABOUT YOUR INSTITUTION

The Marcom system to enter or update your institution details will be open on:

EVENT NAME	DATE
Vietnam International Schools Forum & Workshop	11 th September
Indonesia International Schools Forum & Workshop	20 th September
Indonesia International Higher Education Workshop	

and you will receive a login and password in a separate email on the same the day MarCom opens for that particular event.

As soon as you receive your login and password, we urge you to review and update your contact details, your institution profile and logo. This is the information which will be published in the Official Event Handbook given to all the participating high school delegates.

■ ONLINE APPOINTMENT SYSTEM

The Marcom e-schedule system will open for appointment requests on:

EVENT NAME	DATE
Vietnam International Schools Forum & Workshop	18 th September
Indonesia International Schools Forum & Workshop	27 th September
Indonesia International Higher Education Workshop	

Please request and confirm your appointments as soon as possible to ensure you are able to meet all the principals and high school counsellors you wish to meet on the day. If you leave it to the last minute, many of them will have full schedules. The e-schedule system is easy to use, and allows you to start requesting and confirming appointments with participating principals and high school counsellors from private, international and bilingual schools across Vietnam and Asia.

The Marcom e-schedule will close on:

EVENT NAME	DATE
Vietnam International Schools Forum & Workshop	16 th October, at 17:00 (British Summer Time)
Indonesia International Schools Forum & Workshop	25 th October, at 17:00 (British Summer Time)
Indonesia International Higher Education Workshop	

Please make sure all your meetings are booked and confirmed by this date. After this deadline date, you will only be able to request/book additional appointments on the day of the workshop, at the BMI desk.



Appointments must not be booked directly with other participants, as appointments made outside the system will not be recorded and may result in conflicting meetings.

■ INTERNET

Free Internet is provided in the workshop room for all participants. Extension cords will be available but please remember to bring a travel adaptor or plug converter

■ NETWORKING COCKTAIL AND DINNER

There will be a Networking Cocktail and Dinner the night before each workshop. It will begin at 19:30 for the International Schools Forum and Workshops (in Ho Chi Minh City on the 23rd October and Jakarta on the 2nd November) and at 18:30 for the Higher Education Workshop (in Jakarta on the 3rd November) and it is designed to help facilitate networking in a relaxed environment.

Note: Your registration only entitles one person to participate in the workshop and the networking dinner, unless you have booked an extra participant. If you wish to add a second participant, please contact your sales representative.

▶ HIGH SCHOOL VISITS

Each participating institution is provided with a table and one chair. You may decorate your table in any way you wish, and one pop-up banner is permitted to be displayed, as long as it does not interfere with the visibility of any other table during the high school visit.

Your registration only entitles one person to participate in the high school visits, unless you have booked an extra participant. If you wish to book an extra participant, please contact your sales representative.

Transport to and from all schools is provided and will start and finish from the pickup point at the official hotel in each city (see pages 5 for list of official hotels). If you are not staying at the same hotel, please make sure you arrive at the pickup point in good time, as we leave promptly. We are on a tight schedule, so any delays will affect the whole day's schedule.

Kindly [click here](#) to complete the transport and dietary requirements form by **12th October 2023**.

Please use our ready-made **shipping labels** file ([Vietnam](#), [Indonesia](#), [Thailand](#)) and label your material boxes correctly, so everything arrives where it should. We strongly advise you to contact the appointed courier (Air Concepts) ASAP and remember to input your waybill numbers in the EIS and bring all the documentation as requested in the yellow box on [page 11](#).

Setup: School visits are held in a school hall, gymnasium, library or similar room within the school. In general, you will be provided with a table and chair, and you can bring along a pop-up banner which must be placed behind your table and not encroaching on neighbouring exhibitors or in the way of student flow. Some schools may provide a Wi-Fi connection or may prohibit the use of phones or any type of recording device.

▶ LOCAL TRANSPORT

We recommend using a ride-hailing app like Grab to get around Vietnam, Indonesia and Thailand. This is a convenient and affordable way to travel, and it can help you avoid the hassle of haggling with taxi drivers. The app is easy to use and you can pay in cash or with a credit card.



Indonesia - Thailand - Vietnam

A TIMES HIGHER EDUCATION EVENT

Organisers



Times
Higher
Education

Global Partner



Language Testing Partner



duolingo english test

Supported By



CIEC

Academic world closer - Future career better

MINISTRY OF EDUCATION AND TRAINING
VIETNAM INTERNATIONAL EDUCATION DEVELOPMENT
CENTRE FOR INTERNATIONAL EDUCATION COUNSELLING



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI