



**Indonesia - Thailand - Vietnam**  
A TIMES HIGHER EDUCATION EVENT

# EXHIBITOR MANUAL

INDONESIA | THAILAND | VIETNAM

**2024**

**1<sup>st</sup> - 14<sup>th</sup> March  
2024**

Dear Exhibitor,

This manual has been designed to help you make final preparations for your participation in the Spring events in Asia (Jakarta, Ho Chi Minh City, Hanoi & 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 (Jakarta, Ho Chi Minh City & Hanoi), school visits (Jakarta, HCMC, Hanoi, Bangkok) and the Southeast Asia International Schools Forum & Workshop (HCMC).

Please note, some events might 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 14<sup>th</sup> February is the final day for submitting information or ordering any extras in the EIS. After this date, extra services will still be available but will incur an additional 50% charge on their regular prices and items such as hotel booking will only be available depending on availability.**

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

Email:

[asia.ops@bmiglobaled.com](mailto:asia.ops@bmiglobaled.com)

## ORGANISER AND CONTACT INFORMATION

### **BMI Head Office - UK (London):**

BMI GlobalEd Ltd. (5th Floor)  
26 Red Lion Square,  
London, WC1R 4HQ, UK



## CONTENTS

Click on each item to go to each page 

To return to this page Click on 'Go back to contents' at the lower right corner of each page

▶ <b>EVENT GENERAL INFORMATION</b> .....	<b>4</b>
▶ <b>HOTEL BOOKING</b> .....	<b>4</b>
• Additional nights	
▶ <b>OFFICIAL HOTELS, FAIR VENUES, SETUP AND OPENING HOURS</b> .....	<b>5</b>
▶ <b>EQUIPMENT PROVIDED</b> .....	<b>6</b>
▶ <b>OPTIONAL SERVICES</b> .....	<b>6-7</b>
• Translators/Stand Assistants	
• AV Equipment Rental	
• Internet	
▶ <b>BRANDING YOUR INSTITUTION</b> .....	<b>7-8</b>
• Seminars	
• Catalogue Advertisements	
• Full Colour Graphics for Your Stand	
• Printing in Asia	
▶ <b>SHIPPING INFORMATION</b> .....	<b>8-10</b>
• Appointed Freight Company - Air Concepts	
• Other Shipping Companies	
▶ <b>PRESS AND PR CAMPAIGN</b> .....	<b>11</b>
▶ <b>INTERNATIONAL FORUM &amp; WORKSHOP</b> .....	<b>11-12</b>
• Format & Set up	
• Important Deadlines & Required Information About Your Institution	
• Internet	
• Networking Cocktail Dinner	
• Forum & Workshop Agenda	
▶ <b>HIGH SCHOOL VISITS</b> .....	<b>13</b>

## ► 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 at [asia.ops@bmiglobaled.com](mailto:asia.ops@bmiglobaled.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.

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 fair's website [Vietnam](#) and [Indonesia](#) Education Fairs.
- 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.

**Please complete each online section in the Exhibitor Information System (EIS)  
by 14<sup>th</sup> February 2024.**

## ► 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 21 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 [asia.ops@bmiglobaled.com](mailto:asia.ops@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.



► OFFICIAL HOTELS, FAIR VENUES, SETUP AND OPENING HOURS

EVENT DATE & TIME	VENUE	ACCOMMODATION
<b>HIGH SCHOOL VISITS</b> <b>JAKARTA</b> Friday 1 <sup>st</sup> March 2024 Departure time to be confirmed	Schools to be advised	<u><b>Pullman Jakarta Central Park</b></u> Podomoro City Jl. Let. Jend. S. Parman Kav. 28, 11470 Jakarta, Indonesia Tel: + 62 21 29 20 00 88
<b>INDONESIA EDUCATION FAIR</b> <b>JAKARTA</b> Saturday 2 <sup>nd</sup> & Sunday 3 <sup>rd</sup> March 2024 Event Time: 14:30 - 18:00 Set Up: 12:00 - 14:30	<b>Pullman Jakarta Central Park</b> Podomoro City Jl. Let. Jend. S. Parman Kav. 28, 11470 Jakarta, Indonesia Tel: + 62 21 29 20 00 88	<b>*RATES</b> Single: US\$125 Double US\$135
<b>HIGH SCHOOL VISITS</b> <b>HO CHI MINH CITY</b> Tuesday 5 <sup>th</sup> & Wednesday 6 <sup>th</sup> March 2024 Departure time to be confirmed	Schools to be advised	<u><b>Sofitel Saigon Plaza</b></u> 417 Lê Duẩn Boulevard, District 1, Hồ Chí Minh City 070000 Vietnam Tel: +84 28 3824 1555  <b>*RATES</b> Single: US\$195 Double US\$210
<b>SOUTH EAST ASIA INTERNATIONAL SCHOOLS FORUM &amp; WORKSHOP</b> <b>HO CHI MINH CITY</b> Thursday 7 <sup>th</sup> & Friday 8 <sup>th</sup> March 2024 <b>Workshop: 08:30 - 17:00 (Day 1 &amp; 2)</b> <b>Networking Cocktail/Dinner: 19.00 - 22:00 (Day 1)</b>	<b>Sofitel Saigon Plaza</b> 17 Lê Duẩn Boulevard, District 1, Hồ Chí Minh City 070000 Vietnam Tel: +84 28 3824 1555	
<b>VIETNAM EDUCATION FAIR</b> <b>HO CHI MINH CITY</b> Saturday 9 <sup>th</sup> & Sunday 10 <sup>th</sup> March 2024 Event Time: 14:30 - 18:00 Set Up: 12:00 - 14:30	<b>Riverside Palace</b> 360D Bến Vân Đồn, Phường 1, Quận 4, Hồ Chí Minh City, Vietnam Tel: +84 28 6256 8888 Rooms: Amur and Danube	
<b>VIETNAM EDUCATION FAIR</b> <b>HANOI</b> Monday 11 <sup>th</sup> March 2024 Event Time: 16:00 to 19:30 Set Up: 14:00 to 16:00	<b>Pullman Hanoi Hotel</b> 40 Cat Linh Street, Dong Ha District, Hanoi, Vietnam Tel: +84 24 3733 0688	<u><b>Pullman Hanoi Hotel</b></u> 40 Cat Linh Street, Dong Ha District, Hanoi, Vietnam Tel: +84 24 3733 0688
<b>HIGH SCHOOL VISITS</b> <b>HANOI</b> Tuesday 12 <sup>th</sup> March 2024 Departure time to be confirmed	Schools to be advised	<b>*RATES</b> Single: US\$135 Double US\$150
<b>HIGH SCHOOL VISITS</b> <b>BANGKOK</b> Wednesday 13 <sup>th</sup> & Thursday 14 <sup>th</sup> March 2024 Departure time to be confirmed	Schools to be advised	<u><b>Royal Orchid Sheraton Towers</b></u> 2 Charoen Krung Road Soi 30 Siphya, Bangrak 10500, Bangkok, Thailand Tel: +66 2665 3378  <b>*RATES</b> Single: US\$ 190 Double US\$ 190

**\* 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.**



## ► 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 above each stand. Corner sites will be open to the aisles, with fascia overhead. 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.

## ► 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 in advance, directly via BMI, by emailing [asia.ops@bmiglobaled.com](mailto:asia.ops@bmiglobaled.com)

### ■ INTERNET

Internet is included at all venues. The username and password for the Wi-Fi network will be provided on the day of the event.

### ■ BMI SMARTSCAN APP

The app works on smartphones and tablets and allows you to collect detailed student information in real time. With one touch, you will have access to the name and full contact details of each scanned student, as well as key information including which course and country the student is interested in and the date they plan to begin their course abroad. You will also be able to add comments and rate the lead by priority. Your database will be ready for follow up the moment you finish the fair. A week prior to the event you will receive a document with full instructions on how to download and use the app.

If you are not allowed to download this app or have any issues with it, please contact [asia.ops@bmiglobaled.com](mailto:asia.ops@bmiglobaled.com) to arrange an alternative solution.

Click [here](#) for app instructions.



## ► 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 documents section.

Your advertising material should be sent in high resolution 300 dpi PDF format to [asia.ops@bmiglobaled.com](mailto:asia.ops@bmiglobaled.com) before **14<sup>th</sup> February 2024**. (Please add a 5mm bleed and crop marks on each page).

SPACE	PRICE	SIZE
Half Page	USD 1,200	A5 - 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 onto the stands. This not only looks professional 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** in Indonesia/Hanoi and **0.975m wide x 2.23m high** in Ho Chi Minh City. 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 [asia.ops@bmiglobaled.com](mailto:asia.ops@bmiglobaled.com) before **5<sup>th</sup> February 2024**. You must send a different file for each panel, and please provide a panel location guide (example [here](#)), 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 or Vietnam and have it on your stand when you arrive. 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 **5<sup>th</sup> February 2024**.

## ▶ SHIPPING INFORMATION

### ■ APPOINTED FREIGHT COMPANY

BMI highly recommends the services of Air Concepts, 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:** Madison Colantrello or Megan Tomlin

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

**Email:** [madison@airconceptsusa.com](mailto:madison@airconceptsusa.com) / [megan@airconceptsusa.com](mailto: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 and 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.

**Once you have shipped your materials, please enter the tracking information for each box under the “shipping and tracking” section of the EIS. We will closely track your shipment and inform you if there are any problems during customs clearance.**

**To ensure a smooth and timely delivery of your event materials, please carefully follow the shipping instructions in the exhibitor manual and use the shipping labels provided (available to download on the EIS dashboard). Please note that this is extremely important as customs regulations can be strict, so it is crucial to follow each step described in the manual.**

**BMI or the designated parcels’ recipients are not responsible for any delays or complications that may arise during customs clearance.**





INSTRUCTIONS	RULES
All boxes should arrive well in advance:	<b>to arrive 10 days prior to each event</b>
Each shipment (or consignment) should not exceed <b>weight of:</b>	<b>10kg</b>
No box can exceed the weight of:	<b>2kg</b>
Be sure that your <b>shipping company</b> is aware that your institution is paying for the shipment:	BMI will not pay for local shipping charges
All shipments must read <b>“Publication of no commercial value, for free distribution”</b> on the content section of the airway bill.	Please include translation in the local language. See labels on EIS or download from here: <b>(<a href="#">Vietnam</a>, <a href="#">Indonesia</a>, <a href="#">Thailand</a>)</b>
Do not ship <b>display materials</b> or any items which <b>are not printed matter:</b>	do not send materials such as t-shirts and pens
<b>Airway Bill</b> should be accompanied by a <b>Proforma Invoice</b> , which states the content and a value for customs. The value <b>should read:</b>	<b>No Commercial Value</b>
On the airway bill, the section: <b>duties and taxes</b> 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 <b>clearly indicate:</b>	Your institution name & the relevant event name, e.g., <b>BMI - Vietnam Education Fair - HCMC</b>
Each shipment must be sent on a <b>door-to-door</b> 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 <b>limit of weight.</b>	allow 2-3 days between each shipment
Insert number of boxes and tracking number(s) on EIS system	deadline to do this is by <b>12<sup>th</sup> February</b>



**IF YOU DO NOT FOLLOW THE INSTRUCTIONS PRECISELY, YOUR MATERIAL MAY BE HELD IN CUSTOMS, SENT BACK, DESTROYED OR LOST IN THE SYSTEM.**

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, as we may be able to help you print it locally.**

■ **ADDRESSES FOR SHIPPING**

The addresses for shipping are listed below for your information, however, please use the labels provided on the EIS or found in this document under “Shipping information”.

EVENTS	ADDRESS
<p><b>JAKARTA</b></p> <ul style="list-style-type: none"> <li>• <b>High School Visits (1<sup>st</sup> March 2024)</b></li> <li>• <b>Indonesia Education Fair (2<sup>nd</sup> &amp; 3<sup>rd</sup> March 2024)</b></li> </ul>	<p><b>ATT: Ms. Muthmainah Mutiaini (Ache)</b>  <b>Pullman Jakarta Central Park, Podomoro City</b>                      Jl. Let. Jend. S. Parman Kav. 28, 11470 Jakarta, Indonesia  <b>Tel: + 62 21 29 20 00 88</b></p>
<p><b>HO CHI MINH CITY</b></p> <ul style="list-style-type: none"> <li>• <b>High School Visits (5<sup>th</sup> &amp; 6<sup>th</sup> March 2024)</b></li> <li>• <b>Southeast Asia Int’l Schools Forum &amp; Workshop (7<sup>th</sup> &amp; 8<sup>th</sup> March 2024)</b></li> </ul>	<p><b>ATT: Ms. Huong Nguyen</b>  <b>Sofitel Saigon Plaza</b>                      17 Lê Duẩn Boulevard, District 1, Hồ Chí Minh City 070000, Vietnam  <b>Tel: +84 28 3824 1555 (ext. 7525)</b></p>
<p><b>HO CHI MINH CITY</b></p> <ul style="list-style-type: none"> <li>• <b>Vietnam Education Fair (9<sup>th</sup> &amp; 10<sup>th</sup> March 2024)</b></li> </ul>	<p><b>ATT: Mr. Lê Trung Hải</b>  <b>Saigon South Residences</b>                      Xã Phước Kiển, Huyện Nhà Bè, Hồ Chí Minh, Vietnam  <b>Tel: +84 903 870 848</b></p>
<p><b>HANOI</b></p> <ul style="list-style-type: none"> <li>• <b>Vietnam Education Fair (11<sup>th</sup> March 2024)</b></li> <li>• <b>High School Visits (12<sup>th</sup> March 2024)</b></li> </ul>	<p><b>ATT: Ms. Le Thi Hoang Yen</b>  <b>Pullman Hanoi Hotel</b>                      40 Cat Linh Street, Dong Ha District, Hanoi, Vietnam  <b>Tel: +84 24 3733 0688</b></p>
<p><b>BANGKOK</b></p> <ul style="list-style-type: none"> <li>• <b>High School Visits (13<sup>th</sup> &amp; 14<sup>th</sup> March 2024)</b></li> </ul>	<p><b>ATT: Ms. Kwanjit Damrongsatayaporn (Kwan)</b>  <b>Royal Orchid Sheraton Hotel &amp; Towers</b>                      2 Charoen Krung Road Soi 30, Siphya, Bang Rak, Bangkok 10500, Thailand  <b>Tel: +66 2665 3377</b></p>

## ► 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 about or that you feel may be of interest

To submit your information, please complete the [online form](#) with the above information by **26<sup>th</sup> January 2024**.

## ► INTERNATIONAL SCHOOLS FORUM & WORKSHOP

If you are participating in the Southeast Asia International School Forum & Workshop, for venue information please check the Venue table on [page 5](#).

### ■ 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.

### ■ IMPORTANT DEADLINES & REQUIRED INFORMATION ABOUT YOUR INSTITUTION

#### **Important deadlines:**

#### **1<sup>st</sup> February - Marcom open for profile updates**

On this day, you will receive a login and password via email, please login to enter or update your institution details.

#### **6<sup>th</sup> February - Marcom open for appointments**

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 Southeast Asia.

#### **22<sup>nd</sup> February - Marcom close at 17:00 (British Summer Time)**

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.

### Required information:

Please email [asia.ops@bmiglobaled.com](mailto:asia.ops@bmiglobaled.com) as soon as possible with the following information regarding your workshop delegate:

- **Delegate title**
- **Delegate name**
- **Delegate job title**
- **Email**
- **University description - max. 100 words**
- **University full address**
- **University telephone number including dialling codes.**
- **JPEG photograph of delegate**
- **University logo**

### ■ 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 will be on 7<sup>th</sup> March. It will begin at 19:30 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.

### ■ FORUM AND WORKSHOP AGENDA

#### DAY 1 | 7<sup>th</sup> March

TIME	PROGRAM
09.00	Registration
09.40 - 10.50	Private Meetings (3 x 20 minutes)
10.50 - 11.05	<b>Refreshment Break</b>
11.05 - 12:40	Private Meetings (4 x 20 minutes)
12.40 - 13.40	<b>Networking Lunch</b>
13.50 - 15.25	Private Meetings (4 x 20 minutes)
15.30 - 15.45	<b>Refreshment Break</b>
15.50 - 16.35	Private Meetings (2 x 20 minutes)
17.00	<b>Workshop ends</b>
19.00 - 22.00	Networking Cocktail/Dinner

#### DAY 2 | 8<sup>th</sup> March

TIME	PROGRAM
10.10 - 11.20	Private Meetings (3 x 20 minutes)
<b>11.20 - 11.35</b>	<b>Refreshment Break</b>
11.35 - 13:10	Private Meetings (4 x 20 minutes)
<b>13.10 - 14.25</b>	<b>Networking Lunch</b>
14.25 - 15.35	Private Meetings (4 x 20 minutes)
<b>15.35 - 15.50</b>	<b>Refreshment Break</b>
15.50 - 17.00	Private Meetings (2 x 20 minutes)
<b>17.00</b>	<b>Workshop ends</b>



## ► 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 [page 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 dietary requirements form by **12<sup>th</sup> February 2024**.

If you wish to ship any materials please check the shipping information chapter starting on page 8.

**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 INFO

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.

Please make sure you check your mobile phone operator's T&Cs before travelling, so you can have access to the internet at all times. E-sims are an alternative and can be purchased globally. These will give you access to a virtual sim card connected to a local number (usually Data only).



# Indonesia - Thailand - Vietnam

A TIMES HIGHER EDUCATION EVENT

## Organisers



Times  
Higher  
Education

## Global Partner



## English Testing Partner



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