



EXHIBITOR MANUAL

MEXICO, COLOMBIA & CHILE



September 20th - October 9th

2022

Organiser:



Global Sponsor:



Dear Exhibitor:

Welcome to BMI's Fall 2022 series of events In Mexico, Colombia and Chile. These include Expo-Estudiante, Expo-Posgrados, BMI Americas Scholarship Summit and the Colombian International High School Workshop. The fairs will be organized to the highest standards of hygiene and to ensure security of all participants. However, after the success of our spring events, we are convinced that the in-person fairs will keep on offering all international universities the best interaction with the prospective students of México, Colombia and Chile, the 3 countries BMI Latam is covering this fall.

You will be able to enter all your institution information and book seminars, scanners, material printing and translators (if required) via the [**BMI Exhibitors Information System \(EIS\)**](#).

Please be aware that August 12th is the deadline for submitting information in the EIS.

If you have any question or require special assistance, please do not hesitate to contact Karen Botero (karen@bmiglobaled.com) - Project Manager of the events in Latin America

Philippe Person
Director

ORGANISER AND CONTACT INFORMATION

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Contact Information: Philippe Person - philippe@bmiglobaled.com

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For the events Colombia International High School Forum & Workshop and BMI Americas Scholarship Summit, please contact Marco Sampaio at marco@bmiglobaled.com

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1. GENERAL EVENT INFORMATION

All BMI in-person events will be organised in accordance with BMI's Covid Secure health & safety standards. As one of the world's leading international education event organisers, BMI has developed a set of protocols to ensure the highest possible levels of hygiene at our events so that all participants can be sure of a safe and productive environment.

Furthermore, you can be assured that each BMI event will strictly comply with all government, local authority, regional and venue regulations.

■ TRAVEL INFORMATION

Currency: The currency for this fair season is Mexican Pesos (MXN) for México, Colombian Pesos (COP) for Colombia and Chilean Pesos (CLP) for Chile . Please visit the website www.xe.com to see updated exchange rate information.

Flights: Within Latin America, some major companies offer a wide range of flights. We recommend:

AVIANCA: www.avianca.com

LATAM: www.latam.com

AEROMEXICO: aeromexico.com/en-gb

Visa: Exhibitors are advised to check the latest visa requirements for travel with the consulates located in their own country. BMI can supply a visa invitation letter if required. Please email karen@bmioglobaled.com with the name of the institution, full name, title, and passport number of the participant.

Airport Pickup: BMI does NOT offer pick up services. If you require airport pick up, please contact the hotels directly.

■ THE EXHIBITOR INFORMATION SYSTEM (EIS)

The EIS is the BMI online Exhibitor Information System where you, as an exhibitor, can input the information required to make your participation as successful as possible.

In the EIS, you will be able to:

- Provide your institution's profile which will appear in the Official Catalogue which is emailed to every pre-registered visitor.
- Inform us of the exact name you would like to have displayed above your stand on the fascia board and also the country flag. If your institution have multiple campuses, you can choose multi-country flag instead of any specific flag.
- Order a translator or assistant to help at your stand.
- Request a seminar.
- Order local printing services.
- Order panel printing for your stand.
- Book an advertisement in the show catalogue which is emailed to every pre-registered visitor. [Please click here to see a sample of our last show catalogue \(Expo Posgrados Spring 2022\)](#)
- Download shipping labels and provide us tracking information for your shipment.

Please complete each section on the online Exhibitor Information System (EIS) by August 12th.

The exhibitor is responsible for entering and updating all information requested in the EIS, the BMI team is not responsible for any missing information during the event if the exhibitor has not updated their institution's profile.

■ HOTEL BOOKING

BMI is pleased to offer you specially discounted rates at the official hotels in each city. Bookings are subject to the hotel availability, policies and terms so please book as soon as possible.

MONTERREY - Camino Real - From September 19th to September 21st

MEXICO CITY - Camino Real - From September 21st to September 26th

GUADALAJARA - RIU Plaza Guadalajara - From 26th to September 28th

BOGOTÁ - Grand Hyatt - From September 28th to October 4th

MEDELLIN - NOVOTEL - From October 4th to October 6th

CALI - Spiwak Chipichape - From October 6th to October 7th

SANTIAGO - Holiday Inn Express - From October 7th to October 10th

If you want to make a reservation at one of the official hotels of the events, you must request it through the EIS (Exhibitor Information System) please note that all hotel reservation must be paid directly to BMI.

If your are not staying at the official hotel please let us know which hotel, please email karen@bmiglobaled.com to let us know in which hotel you will be staying.

IMPORTANT: Please note that you will not receive a specific confirmation number but instead an email confirmation from BMI. On the day of your check-in, please give your name and mention you are part of the BMI group.

■ ADDITIONAL NIGHTS

Hotel bookings are specially negotiated at preferential rates for the following dates. If you are intending to arrive earlier or stay longer in any of the cities, you may be able to stay at the official hotels at the same discounted rate, subject to availability. (However, all other dates may be charged at higher rates and these are also subject to change over time.) Please contact karen@bmiglobaled.com in order to get more information.

For early check-in, late check-out and airport transfers, please contact the hotel directly. These services are also subject to availability. Please mention that you are with the BMI group when booking airport transfers.

VENUES, OFFICIAL HOTELS AND TIMETABLE

CITY	VENUE	OFFICIAL HOTEL
MONTERREY September 20 th	Camino Real Av. Diego Rivera 2492, Valle Oriente, San Pedro Garza, Nuevo León Tel: 818 133 5400 Fair Set Up: 1:30 pm. - 3:00 pm. Fair Time: 3:30 pm. - 7:30 pm	Camino Real SGL <u>140 USD</u> Breakfast included Check in time: 3:00 p.m.
MEXICO CITY High School Visits September 22 nd	Scheduled visit to 3 high schools in Mexico City, the BMI team will send you all the information and the detailed schedule close to the event.	For the events in Mexico City, high school visits and Expo Posgrados - Expo Estudiante, we recommend the whole delegation to stay at the same hotel.
MEXICO CITY September 24 th & 25 th	Camino Real Polanco Calz. Gral. Mariano Escobedo No. 700, Anzures, Miguel Hidalgo Tel: 52 55 5263 8888 Fair Set Up: Sep 24 th 12:30 pm. - 2:30 pm. Sep 25 th 2:30 pm. - 3:00 pm Fair Time: Sep 24 th / Sep 25 th 2:30 pm. - 6:30 pm.	Camino Real Polanco SGL <u>140 USD</u> Breakfast included Check in time: 3:00 p.m.
GUADALAJARA September 27 th	RIU Plaza Guadalajara Av. López Mateos, 830 - Fracc. Chapalita Tel: 52 33 3880 7500 Fair Set Up: 12:30 pm. - 3:00 pm. Fair Time: 3:30 pm. - 7:30 pm.	RIU Plaza Guadalajara SGL <u>95 USD</u> Breakfast included Check in time: 3:00 p.m.
BOGOTA COLOMBIA INTERNATIONAL HIGH SCHOOLS FORUM & WORKSHOP September 28 th & 29 th	Welcome Cocktail and Dinner (September 28 th) Workshop & Forum (September 29 th) at Grand Hyatt Bogota Cl.24a#57-60	The Expo-Estudiante - ExpoPosgrados Fairs, Colombian International Schools Forum & Workshop and the BMI Americas Scholarship Summit all take place at the Grand Hyatt Bogota. we therefore strongly recommend all delegates to stay at this hotel.
BOGOTA October 1 st & 2 nd	Grand Hyatt Cl.24a#57-60 Tel: 1 6541234 Fair Set Up: Oct 1 st : 12:30 pm. - 2:30 pm. Oct 2 nd : 2:00 pm. - 2:30 pm. Fair Time: Oct 1 st / Oct 2 nd 2:30 pm. - 6:30 pm.	Grand Hyatt SGL <u>120 USD</u> Breakfast included Check in time: 3:00 p.m.

CITY	VENUE	OFFICIAL HOTEL
BOGOTA BMI AMERICAS SCHOLARSHIP SUMMIT October 3 rd & 4 th	Grand Hyatt CL.24a # 57-60 Tel: 1 6541234	Grand Hyatt SGL <u>120 USD</u> Breakfast included Check in time: 3:00 p.m.
MEDELLÍN October 5 th	Centro de Eventos el Tesoro (CET) Salón 1 y 2 - Sótano/Basement 4 Loma El Tesoro con Transversal Superior 4 Medellín Tel: 57 321 1010 Fair Set Up: 1:30 pm. – 3:00 pm. Fair Time: 3:30 pm. – 7:30 pm.	NOVOTEL Parque Comercial, Carrera 25 A #1A Sur 45 SGL <u>80 USD</u> Breakfast included Check in time: 3:00 p.m. Note: The NOVOTEL hotel is located in the same mall as the CET, there is a 10 minutes walk from the hotel reception to the event venue, through the Centro Comercial El Tesoro.
CALI October 6 th	Hotel Spiwak Chipichape Avenida 6D No.36N-18 Tel: 57 2 3959999 Fair Set Up: 1:30 pm. – 3:00 pm. Fair Time: 3:30 pm. - 7:30 pm	Hotel Spiwak Chipichape SGL <u>105 USD</u> Breakfast included Check in time: 3:00 p.m.
SANTIAGO October 8 th & 9 th	Hotel W Isidora Goyenechea 3000, Las Condes Tel: 56 2 2770 7046 Fair Set Up: Oct 8 th : 12:30 pm. - 2:30 pm. Oct 9 th : 2:00 pm. – 2:30 pm. Fair Time: Oct 8 th / Oct 9 th : 2:30 pm. – 6:30 pm. Other activities Saturday October 8 th : 11:30 am Do not miss the 'ANID Scholarship Opportunities' lecture by Jack Brady Berkovitz.	Holiday Inn Express Av. Vitacura 2929, Las Condes. SGL <u>125 USD</u> Breakfast included Check in time: 3:00 p.m.

IMPORTANT: If you are interested in booking accommodation for the events (High School Visits - Mexico City) and (Colombia International High School Forum & Workshop or BMI Americas Scholarship Summit - Bogota) Please book through the EIS.

2. PARTICIPATION FEE COVERS

(for Expo-Estudiante & ExpoPosgrados Fairs only)

- 6 square metres (3m x 2m) fully fitted exhibition stand with table, two chairs, carpet, lighting and electricity.
- The BMI SmartScan app to collect and manage student data and leads.
- Internet connection.
- Marketing campaign to support your course level and destination.
- Logo and profile on the official fair website.
- Listing, profile and contact details in the online show catalogue.
- Access to discounted hotel rates.
- Coffee break for 2 people during the fairs hours (light snacks and coffee/ tea/water)*
**Please note that these is not a full meal, we recommend you to have lunch before the fair.*

NOTE: All other expenses are not included in the participation.

You must update your institution and contact information in the EIS to ensure that the displayed information is accurate.

3. OPTIONAL SERVICES

The BMI SmartScan Visitor Data Scanning (FREE): The app works on a smartphone, tablet or iPad 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 scanner 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. (Please note that all the leads will be sent to the main registered email.)

Translators / Assistants: These have proved very popular for institutions that do not have personnel who speak the local language. 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 you to take breaks without missing potential enquiries. **COST:** Translators can be arranged at a rate of US\$ 130 per day for Guadalajara, Monterrey, Cali and Medellín and US\$ 260 for both days in Mexico City, Bogotá and Santiago de Chile.

Audio/Video Equipment Rental: For quotation, please contact each venue/hotel directly.

Internet: Internet is included. If you are a guest at the official hotel, your log in details might work in the event room.

4. BRANDING YOUR INSTITUTION

Seminars: The 30-minute seminars present institutions with a unique opportunity to promote programs to a focused audience. The following items are provided: a laptop, projector, large white projection screen and microphone with audio. All seminars can be ordered using the online EIS (Optional Services Section) and are subject to availability. The price of a seminar is USD 400 in (Monterrey, Guadalajara, Cali and Medellin), and 700 USD in (Mexico City, Bogotá and Santiago). Seminars are subject to availability.*

Catalogue Advertising: For the fairs, a digital catalogue is sent online to all pre-registered guests and visitors, and widely promoted in our social media accounts. We recommend that you enhance your free listing with an appropriate advertisement, giving greater impact to your presence at the fairs and which will continue to promote your institution after the event. If you want to book advertising in the catalogue, please do it through the EIS (Required Information Section).

For Advertising in the Handbooks for the Workshop and Summit, this is not emailed in advance but instead handed to each delegate upon arrival.

Your advertising material should be sent in PDF Format, High Resolution 300 dpi to karen@bmiglobaled.com, before August 12th (Please add 0.5 cm and cut marks on each side for bleeding).

SPACE	SIZE	EXPO POSGRADOS EXPO ESTUDIANTE	HIGH SCHOOL FORUM & WORKSHOP	BMI AMERICAS SCHOLARSHIP SUMMIT
HALF PAGE	21cm(w)x14.8cm(h)	USD 1,200	-	USD 480
FULL PAGE	21cm(w)x29.7cm(h)	USD 2,400	USD 480	USD 750
INSIDE FRONT COVER	21cm(w)x29.7cm(h)	USD 3,500	-	USD 1,300
BACK COVER	21cm(w)x29.7cm(h)	USD 4,000	-	USD 1,800

Sponsorships: If you are interested sponsoring any of the events and increasing your visibility in all our activities, materials and platforms, please contact your sales representative.

5. EQUIPMENT PROVIDED

■ STAND CONSTRUCTION (for Expo-Estudiante & ExpoPosgrados Fairs only)

Equipment provided: Each stand will be supplied with: 1 table and 2 chairs; 1 electricity point; 2 spot lights and 1 fascia (name) board. Corner sites will be open to the aisles with fascia overhead. In each fascia we will indicate the **Expo Estudiante logo** if your institution wants to promote **undergraduate programs**, **Expo Posgrados logo** if you want to promote **posgraduate programs** or both if you are interested in promoting both.

The name displayed on your fascia will be the one you update in the EIS, if this information is not updated, we will use the common name of the institution.

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 note that the fair in Cali will be in table & chairs format. In case you want to decorate your table, you must bring your pop up banner. You will not be allowed to post or hang anything on the venue walls.

Please [>>>click here<<](#) for further information and a layout diagram of the stand.

Exhibitor badges: The exhibitor badges will be placed on your table when you arrive to the venue.

Note: Please complete in the EIS, how many badges you will need, the exhibitor badges will only indicate the name of institution.

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. All damage will be charged to the exhibitor. All stands must be clean and ready 30 minutes before the opening of the event. No packing materials or goods will be allowed inside the hall after that time. **Please keep in mind that panels are 1m wide x 2.50m tall for Mexico, 1m wide x 2.40m tall for Colombia and 1m wide x 2.40m tall for Chile.**

■ 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 to 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 spend time decorating the stand. International institutions occasionally ship expensive stand displays or bring them to Latin America. Typically, however, local suppliers cannot speak English, issue proper receipts or only accept payment in local currency, meaning our service is far more straightforward and safe.

BMI has negotiated with suppliers in each city so that you may take advantage of having full colour printed panels so that your stand is ready when you arrive.

Price Guide:

Guadalajara, Mexico City, Puebla, Monterrey, Bogotá, Medellín and Chile - USD 100 per panel.

What's Included:

- Colour panel printing
- Mounting of graphic
- Cleaning of panel after use

What Else Do I Need to Know:

- You must send a different file for each panel
- Panels are 1m wide x 2.40m high Mexico - 1m wide x 2,50 high Colombia and Chile and artwork } should be exactly this size and must be in PDF 100 DPI
- No corrections can be made once we receive the files for printing
- If multiple panels are being used, we will need a graphic plan for the whole stand showing the complete design
- Panels cannot be re-used. Each city requires its own set of printed panels and will be charged accordingly
- If artwork is not provided on time, no refund is possible

FINAL DEADLINE for BMI to receive the files: August 12th.

Please contact Karen Botero at karen@bmiglobaled.com for more information.

This service can be ordered online, using the EIS

■ GDPR AND THE BMI SMART SCAN APP

By collecting a student's data via the BMI Smart Scan App, your institution will be receiving all information provided by that specific student in the registration form which they complete before entering the fair. The fair registration form and the process is fully GDPR compliant.

All visiting students and parents are clearly informed that by allowing an institution to scan them at the event, they are allowing you to collect their data for post-fair follow up. This information is clearly printed on the registration site, on the subsequent printed ticket they bring to the fair and on the visitor badge they receive at the entrance to the fair. If they do not wish to share their data, they should not allow you to scan their badge.

Once the student information is collected via the BMI Smart Scan App, your institution may use this data for fair and reasonable follow-up after the fair. However, for ongoing generic marketing communications, your institution must obtain explicit consent from the student as per GDPR data processing compliance rules and regulations.

By using the BMI Smart Scan App your organisation commits to act responsibly, treat this information under GDPR data processing guidelines and exonerates BMI for any misuse or data breaches that may occur from your follow up, or future marketing communication sent to visitors you have scanned at the event.

The privacy policy for the fair can be found in the website.

Please note that all the leads will be sent to the main registered email.

■ REGULATIONS

Cleaning and storage: Aisles and stands will be cleaned daily.

Insurance: While we take every precaution to protect your property during the event, we are not responsible for any loss or damage and we recommend that you arrange insurance cover for your travel and participation. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition, you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

Security: Every reasonable precaution is taken to ensure the safety and security of personnel and equipment. The premises will be locked overnight, but we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which befall your personnel or their property. BMI recommends that valuables, particularly of a portable nature, are not left unattended on your stand.

6. SHIPPING INFORMATION

BMI highly recommends printing your institution's brochures locally. Please send an email to karen@bmiglobaled.com if you need a quote and include a PDF of what is required to be printed, paper weight and quantity. We will then send you a quote or revert with further details, we will be happy to assist you.

■ GENERAL INFORMATION

All boxes must arrive 10 days before each event. We recommend to start shipping at least 3 weeks in advance. Please ensure your delivery company is aware of the delivery cut-off date and that they ensure that it is sent so that all customs and importation fees are paid by the sender. The tracking information of your shipped material, must be sent by email to karen@bmiglobaled.com before August 12th 2022.

■ ADDRESSES FOR SHIPPING

If you are shipping material for your participation, you can download the shipping labels in the EIS Shipping/Tracking section, which has the address of the location where the material has to be sent.

Once shipped, please enter your tracking information in the EIS. This will help us track your shipment and inform you if it does not arrive or is stuck in customs. Without this information, we will not be able to help you.

We highly recommend institutions to print in-country to avoid these problems and BMI offer this service. Please contact karen@bmiglobaled.com for further details.

MONTERREY

CAMINO REAL HOTELS MONTERREY
ATT. ANA LISSET VALDÉS
BMI Expo Posgrados - Expo Estudiante
(September 20th)
Av. Diego Rivera 2492, Valle Oriente,
San Pedro Garza, Nuevo León
Phone: + 52 1 81 1596 4342

MEXICO CITY

CAMINO REAL POLANCO
ATT. DAFNE HERNANDEZ
High School Visits (September 22nd)
Calz. Gral. Mariano Escobedo No.
700, Anzures, Miguel Hidalgo
Phone: +52 55 5263 8888

MEXICO CITY

CAMINO REAL POLANCO
ATT. DAFNE HERNANDEZ
BMI Expo Posgrados - Expo
Estudiante (September 24th & 25th)
Calz. Gral. Mariano Escobedo No.
700, Anzures, Miguel Hidalgo
Phone: +52 55 5263 8888

GUADALAJARA

HOTEL RIU PLAZA GUADALAJARA
ATT. YOLANDA CAMPOS
BMI Expo Posgrados - Expo Estudiante
(September 27th)
Av. López Mateos, 830 - Fracc. Chapalita
Phone: +52 3338807500

BOGOTA

GRAND HYATT BOGOTA
ATT. DIANA TORRES
Colombia International High School Forum
& Workshop (September 28th & 29th)
Cl. 24 a #57-60
Phone: + 57 322 387 08 60

BOGOTA

GRAND HYATT BOGOTA
ATT. DIANA TORRES
BMI Expo Posgrados - Expo Estudiante
(October 1st & 2nd)
Cl. 24 a #57-60
Phone: + 57 322 387 08 60

BOGOTA

GRAND HYATT BOGOTA
ATT. DIANA TORRES
BMI Americas Scholarship Summit -
BASS (October 3rd & 4th)
Cl. 24 a #57-60
Phone: + 57 322 387 08 60

MEDELLIN

HOTEL NOVOTEL MEDELLIN
ATT. CAROLINA SALAZAR
BMI Expo Posgrados - Expo Estudiante
(October 5th)
Parque Comercial, Carrera 25 A #1A Sur 45
Phone: +57 300 647 7489

CALI

HOTEL SPIWAK CHIPICHAPE
ATT. ANGELA CAMPO
BMI Expo Posgrados - Expo Estudiante
(March 1st)
Avenida 6 D No. 36 N-18
Phone: + 57 317 649 0864

Santiago de Chile

HOTEL W
ATT. RAILY KLIGGE
BMI Expo Posgrados - Expo Estudiante
(October 8th & 9th)
Isidora Goyenechea 3000, Las Condes
Phone: +56 9 78066664

■ SHIPPING OPTIONS

You may use one of the following four methods to ship material to Latin America:

1. We urge all exhibitors to bring all (or as much as possible) of their display and hand-out material with them when they travel to Latin America or to print locally.
2. Exhibitors having representative partners in Latin America may wish to ship material directly to the representative.
3. You may ship material direct to each city following the instructions below through DHL, Federal Express, UPS or any other major air courier company. Please ensure that the air courier company you use has an official representative in the country of the fair and that you have the contact details of the representative.
4. **BMI strongly recommends the services of AIR CONCEPTS**, used by many educational institutions for shipping materials to international exhibitions in Latin America. AIR CONCEPTS will ensure that your material is delivered direct to the fair venue. Please contact AIR CONCEPTS directly for rates and further instructions.

<p>AIR CONCEPTS USA 645 SE Central Parkway 34994 - Stuart, FL – USA</p>	<p>Contact: Dina Colantrello or Jen Greer Tel: +1 772 219 2525 Fax: +1 772 219 2534 dina@airconceptsusa.com jen@airconceptsusa.com</p>
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DIRECT SHIPMENT

If you prefer to send by your own air courier company, please carefully follow the instructions below when shipping material to Latin America. Customs are extremely strict in Latin America and it is very important that goods be correctly sent. Do not ship display materials or any items which are not printed matter.

INSTRUCTIONS	COLOMBIA & CHILE
Each shipment (consignment) should not exceed the weight of:	45KG
Each box of each shipment should not exceed the weight of:	12KG
Be sure that your shipment, it is marked for all customs and import fees to be paid by the sender and that no money will be required on delivery. Shipments must be sent on a door-to-door basis.	
All shipments must read, " <u>MUESTRAS SIN VALOR COMERCIAL PARA REPARTICIÓN GRATUITA</u> " on the content section of the airway bill.	A minimum value of \$1 USD must be on all non-document shipments. Please be realistic with the value of your brochures.
Airway Bill should be accompanied by a Proforma Invoice, which states the content and a value for customs. The value should not exceed an overall sum per shipment of:	USD80
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.	
Send the material for each city to the person and addresses indicated on the Label Form available in the EIS. All materials will be placed in your booth and each box must clearly indicate:	<ul style="list-style-type: none"> - Institution Name - Expo Posgrados - Expo Estudiante or Colombia International High School Forum & Workshop or BMI Americas Scholarship Summit - Date and city of the event you are attending
Allow 2-3 days between each shipment as it may be treated as one shipment and will therefore put you over the weight limit.	

INSTRUCTIONS	MEXICO
Each shipment (consignment) should not exceed the weight of:	50 Kg (110 lbs)
Each box of each shipment should not exceed the weight of:	12KG
No shipment can exceed the measures of:	length 118cms (46in), width 88cms (35in), height 120cms (47in)
Be sure that your shipping company is aware that your Institution is paying for the shipment and no money will be required on delivery.	✓
All shipments must read, " <u>MUESTRAS SIN VALOR COMERCIAL PARA REPARTICIÓN GRATUITA</u> " on the content section of the airway bill. If you are shipping brochures, please make sure you do not write on the proforma invoice that you are shipping books, but brochures of no commercial value.	A minimum value of \$1 USD must be on all non-document shipments. Please be realistic with the value of your brochures.
When declaring value for brochures, estimate between USD 2 to USD 5 per kg (2.2 lb) of printed papers.	✓
Airway Bill should be accompanied by a Proforma Invoice, which states the content and a value for customs. The value should not exceed an overall sum per shipment of:	US\$ 100
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.	✓
Send the material for each city to the person and addresses indicated on the Label Form available in the EIS. All materials will be placed on your booth and each box must clearly indicate:	- Institution Name - Expo Posgrados - Date of the event you are attending
Complete and correct information of the recipient is needed, complete address, telephone No. and contact person.	✓
Never declare 0 value, a certain value must be declared for every package sent to Mexico.	✓
Each shipment must be sent on a door-to-door basis with Taxes & Fees paid by the sender (if applicable).	✓
Any shipment coming from China has high chances to have problems. Avoid sending any products saying they are Made in China.	✓
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.	✓

The addresses for shipping are already listed on the pre-addressed labels provided on the Labels Form

[>>CLICK HERE TO DOWNLOAD<<](#)

1. The delivery address details and shipping labels for each city can be found in the EIS Shipping/Tracking section;
2. All boxes should arrive at least 10 days before each fair at the delivery address provided on the labels form;
3. If you are not using the official shipping company, you must input all the information on how you shipped your material along with the airway tracking numbers into the EIS system. If you do this, we will be able to track your boxes and immediately act if there is a problem with the delivery. Without this information we are unable to help you if any problems occur with your shipping;
4. The deadline for sending tracking number and shipping information by email is August 12th 2022;
5. If we do not have the tracking numbers by this date, we will not be able to help you with your shipping and you will need to contact your shipping provider directly to try and solve the problem. BMI staff will not be able to help you on the day of the fair.

If you do not follow the above recommendations exactly as explained, your material may be held up in customs, sent back, lost or destroyed

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

1. Airway bill numbers for each box you have shipped.
2. How many boxes were sent and to which cities.
3. Full contact details of the courier company in the country of the fair and in your country. If possible, obtain the mobile phone number of the shipping manager in your country and their contact in Latin America.
4. We also suggest carrying a digital high quality PDF of your material in case of any delay in your shipment, so we may be able to help you by printing it locally.

BMI or Hotels will not pay customs duty to free your packages. To avoid the package to be returned, please make sure that its value is low and there is nothing else than papermaterial in it.

7. PRINTING IN LATIN AMERICA

You may also choose to print your material locally in Latin America and have it on your stand when you arrive. BMI currently prints brochures for over 40 international institutions.

Printing costs in Latin America might be higher than in North America or Europe but you will make huge savings in shipping costs and avoid any customs, taxes or delivery problems.

BMI highly recommends printing your institution's brochures locally. Please get in contact if you need a quote.

If you are interested in the printing option, please email a digital copy of your brochure, with the following information to karen@bmiglobaled.com.

- Paper weight
- Paper Type
- Quantity required per city

We will then get back to you with a quotation or any additional information we may require.

The deadline for this service is August 12th 2022.

Please note that we will not proceed with printing without your written authorisation based on the quotation.

Make sure you send all the material you want to print in high quality files, BMI will not be responsible for files that we have not received.

IMPORTANT: Please note that this service is only available for Institutions participating in Mexico City, Bogota or Santiago.

The BMI team will deliver the printed material to the designated representative in the main cities of each country in the series. (Mexico City - Mexico, Bogota - Colombia and Santiago - Chile) each representative will be responsible for splitting and carrying the remaining material between cities.

8. IMPORTANT DATES AND DEADLINES

Please find below the deadline for requesting services and sending important information, essential to the success of your participation at the fairs.

DEADLINE	MEXICO, COLOMBIA & CHILE
August 12 th 2022	Final day to submit your advertisement
	Final day to request a quotation for printing in Latin America
	This is the final day for submitting information and request services in the EIS
	Final day to request panel printing and send your files
	Last day to send by email the tracking numbers of shipping material

9. HIGH SCHOOL VISITS / MEXICO CITY - September 22nd Thursday

Taking place in Mexican top private high schools, the High School Visits will present you with the opportunity to meet senior students, parents and high school counselors. The event is set up in a table and chairs format, where you may use a pop-up banner (maximum width 2 meters) behind your table, should you be traveling with one.

A shuttle service will be offered from the official event hotel 'Camino Real Polanco' to each of the schools we will be visiting during the day.

Timetables to be confirmed*

• IMPORTANT INFORMATION •

Please Note that the contact person for the following events 'Colombia International High School Forum & Workshop' and 'BMI Americas Scholarship Summit', is Marco Sampaio, if you have any questions regarding the 'Colombia International High School Forum & Workshop' and 'BMI Americas Scholarship Summit', please contact marco@bmiglobaled.com



COLOMBIA INTERNATIONAL SCHOOLS FORUM & WORKSHOP

COLOMBIA INTERNATIONAL HIGH SCHOOL FORUM & WORKSHOP

The official hotel and venue for the Workshop will be the Grand Hyatt Bogota. The welcome cocktail reception and dinner will take place on the evening of September 28th and workshop meetings will take place on September 29th in Grand Ballroom 3.

Please direct any questions regarding this event to Marco Sampaio (Marco@bmiglobaled.com).

■ FORUM & WORKSHOP FORMAT AND SETUP

Each participating institution is provided with a table and chairs. You may decorate your table as you wish but standing or portable displays are strictly prohibited during the workshop.

SECOND PARTICIPANT: Unless you have booked space for two participants, your registration fee only includes one person to participate in the workshop.

ONLINE SCHEDULING SYSTEM (MARCOM CONNECT): You will receive your login and password for the Marcom eSchedule System on **Monday, August 29th 2022**. This will give you time to check and update your profile and familiarise yourself with the Marcom appointment system. This online system should be used to schedule all workshop appointments.

Appointments made outside of the system will not be recorded and may result in conflicting meetings.

You will be able to start scheduling meetings from **Monday September 5th 2022**.

Please keep in mind that the Marcom eSchedule system will close on **Tuesday September 22th 2022**. After that date, you will only be able to request/book additional appointments at the workshop at the BMI desk. **Appointments must not be booked directly with other participants.**

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

■ **WELCOME COCKTAIL RECEPTION AND DINNER (Wednesday September 28th 2022)**

There will be a networking cocktail reception and dinner on September 28th at the Grand Hyatt Bogota. This is only open to delegates taking part in the workshop on September 29th.
 Dress code: Casual

If you wish to invite a guest or colleague that is not registered to participate in the workshop, there is an additional cost of USD 150 per guest.

■ **FORUM & WORKSHOP AGENDA**

DATE	TIME	PROGRAM
Wednesday September 28 th	15:30 - 17:00	Check-in at the hotel / Registration and pick up the workshop materials
	17:00 - 18:30	Professional development session (for high school counsellors only)
	19:00 - 21:30	Opening cocktail reception / Networking dinner
	08:00 - 08:30	Coffee / Registration
Thursday September 29 th	08:30 – 9:00	Seminar 1 (for high school counsellors only)
	9:00 – 9:20	Meeting 1
	9:25 – 9:45	Meeting 2
	9:50 – 10:10	Meeting 3
	10:15 – 10:35	Meeting 4
	10:35 – 10:50	Refreshment Break
	10:50 – 11:10	Meeting 5
	11:15 – 11:35	Meeting 6
	11:40 – 12:00	Meeting 7
	12:00 – 12:30	Seminar 2 (for high school counsellors only)
	12:30 – 13:30	Networking lunch
	13:30 – 13:50	Meeting 8
	13:55 – 14:15	Meeting 9
	14:20 – 14:40	Meeting 10
	14:45 – 15:05	Meeting 11
	15:05 – 15:20	Refreshment Break
	15:20 – 15:40	Meeting 12
15:45 – 16:05	Meeting 13	
16:10 – 16:30	Meeting 14	
16:35 – 16:55	Meeting 15	
17:00	Workshop Ends	

**This schedule is subject to change*



BMI AMERICAS SCHOLARSHIP SUMMIT

The official hotel and venue for the BMI Americas Scholarship Summit will be the Grand Hyatt Bogota and the event will take place on October 3rd & 4th 2022.

Please direct any questions regarding this event to Marco Sampaio (Marco@bmiglobaled.com).

■ SUMMIT FORMAT AND SETUP

As a participating institution, you are entitled to have one schedule of appointments unless you have registered for a second schedule. At the time of your meeting, you should promptly make your way to the table of the organisation with whom you have the meeting. Please note that unless you have booked an exhibition stand, no standing or portable displays are permitted during the Summit.

SECOND PARTICIPANT: Unless you have booked space for two participants, your registration only entitles one person to participate in the summit.

ONLINE SCHEDULING SYSTEM (MARCOCOM CONNECT): You will receive your login and password for the Marcom eSchedule System on **Monday, September 5th 2022**. This will give you time to check and update your profile and familiarise yourself with the Marcom appointment system. This online system should be used to schedule all workshop appointments.

Appointments made outside of the system will not be recorded and may result in conflicting meetings.

You will be able to start scheduling meetings from **Monday, September 12th 2022**.

Please keep in mind that the Marcom eSchedule system will close on **Friday, September 26th 2022**. After that date, you will only be able to request/book additional appointments at the Summit at the BMI desk. Appointments must not be booked directly with other participants.

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

■ GALA DINNER (SPONSORED BY COLFUTURO)

The Gala Dinner is designed to help facilitate networking in a relaxed environment. International institutions may invite up to two additional colleagues to the gala dinner at an additional cost of USD 250 each person.

The Gala Dinner will take place on the evening of the first day of the Summit – **Monday, October 3rd**.

The dinner begins at 8pm.
Dress code: Formal



■ BMI AMERICAS SCHOLARSHIP SUMMIT AGENDA

MONDAY, OCTOBER 3 rd	
9:00 – 9:50	Registration & Handbook Collection
10:00 – 10:25	Meeting 1
10:30 – 10:55	Meeting 2
11:00 – 11:30	Refreshment Break
11:30 – 11:55	Meeting 3
12:00 – 12:25	Meeting 4
12:30 – 12:55	Meeting 5
13:00 – 14:00	Lunch (Included)
14:00 – 14:25	Meeting 6
14:30 – 14:55	Meeting 7
15:00 – 15:25	Meeting 8
15:30 – 16:00	Refreshment Break
16:00 – 16:25	Meeting 9
16:30 – 16:55	Meeting 10
17:00 – 17:25	Meeting 11
17:30	Day 1 of Summit ends
20:00 – 22:00	Gala Dinner

**This schedule is subject to change*

BMI AMERICAS SCHOLARSHIP SUMMIT AGENDA

TUESDAY, OCTOBER 4th	
9:00	Hall opens for participants
9:30 – 9:55	Meeting 12
10:00 – 10:25	Meeting 13
10:30 – 11:00	Refreshment Break
11:00 – 11:25	Meeting 14
11:30 – 11:55	Meeting 15
12:00 – 12:25	Meeting 16
12:30 – 13:30	Lunch (Included)
13:30 – 13:55	Meeting 17
14:00 – 14:25	Meeting 18
14:30 – 14:55	Meeting 19
15:00 – 15:30	Refreshment Break
15:30 – 15:55	Meeting 20
16:00 – 16:25	Meeting 21
16:30	Day 2 of Summit ends

**This schedule is subject to change*

BMI Americas Scholarship Summit is sponsored by:





MONTERREY

MEXICO CITY High School Visits

MEXICO CITY

GUADALAJARA

BOGOTA COLOMBIA INTERNATIONAL HIGH SCHOOLS FORUM & WORKSHOP

BOGOTA

BOGOTA BMI AMERICAS SCHOLARSHIP SUMMIT

MEDELLÍN

CALI

SANTIAGO

Sep 20th

Sep 22nd

Sep 24th & Sep 25th

Sep 27th

Sep 28th & 29th

October 1st & 2nd

October 3rd & 4th

October 5th

October 6th

October 8th & 9th

2022

