

- During September – mid October 2008, potential European exhibitors are asked to indicate their interest and intentions to register. This can be done by submitting the **pre-registration form attached with this circulation to the following address:**

Delegation-Thailand@ec.europa.eu

Delegation of the European Commission to Thailand
Kian Gwan House II, 19 fl.
140/1 Wireless Road
Bangkok 10330

Tel.: +66 (0) 2 305 2600/2700, Fax: +66 (0) 2 255 9113

- Pre-registration (which is non binding) should be submitted by - **email only** - to the above indicated address. All communication/emails should **clearly indicate in the header, as subject: "EHEF2008 pre-registration"**. The **name and contact details of the sender** should be provided and the **filled pre-registration form must be attached.**

Exhibition booths shall be allocated on the basis of **two free exhibition booths for each EU Member State**. Additional, booths shall be available at - reduced rate - for allocation to the Member States on a quota basis corresponding to the respective number of seats in the European Parliament, and up to a total number of around 100 EHEF2008 exhibition booths.

Registration fee (reduced rate) for EHEF2008-Thailand exhibitors shall cost **EUR 920** (tbc) per exhibition booth, comprising:

1. - Exhibition booth for two days;
2. - Exhibitor ID card and lunch vouchers;
3. - Access to venue facilities, services and security;

Booth specifications

Exhibition booths measure 3 x 2 meters (6 m²) with standard layout, display light, electrical power outlet, table and two chairs. Internet access and other electronic appliances are available on request.

Reception/party

Registered exhibitors are invited to a **welcome reception/farewell party**.

Higher Education Seminars and EU presentations

Registered exhibitors are invited to participate (as audience and speakers) in two parallel seminars (**Academic Seminar** and **Public Seminar** – more information/programme is available in October).

Accommodation and logistics

Additional information and recommendations for international connecting flights and accommodation in vicinity of Fair venue in central Bangkok shall be communicated in October, by the EHEF2008 Organiser.

Further information (September)

Further information may be obtained from, contact person: **Ms Sirirat Chuapanya, at email: Sirirat.chuapanya@ec.europa.eu; Tel.: +66 (0) 2 305 2747**

PRE-REGISTRATION

For European Exhibitors

of

EHEF2008-Thailand

European Higher Education Fair 29-30 November

Queen Sirikit National Convention Center, Bangkok, Thailand

Pre-Registration and Formal registration?

During September – mid October 2008, interested European exhibitors for EHEF2008-Thailand may PRE-REGISTER, as a means of expressions of interest. Pre-registration is important for event planning and ensuring that the correct address and contact details are at hand for dissemination of further event information.

FORMAL REGISTRATION will be open from mid October – November 2008, during which period further information will be made available.

Do you satisfy the registration criteria?

In order to be eligible to exhibit at EHEF2008 your institution must:

1. be a higher education institution with its headquarters in one of the 27 EU Member States;
2. provide courses at the undergraduate level and / or the postgraduate level of higher education leading to recognised degrees;
3. provide degree courses that are accredited by the competent national authority in the relevant EU Member State;
4. have a strong international dimension or be actively seeking to develop one, i.e. offer courses (preferably English-taught) and support services particularly aimed at international students.

Priority will be given to individual higher education institutions with a focus on postgraduate courses.

It is in your interest to Pre-Register!

It is in your interest to pre-register as a total of only 100 reduced-rate exhibition booths are available.

Formal Registrations will be ranked according to the date and time of receipt of the complete, signed registration form by scanned attachment or fax. Booths will be allocated based on a quota system (see information fiche). Any remaining booths not taken up by a Member State will be reallocated to applicants on the waiting list. It is therefore vital that your address and contact details are recorded early on, so we may ensure that further information and the Formal Registration is processed without delay.

PRE-REGISTRATION FORM
For European Exhibitors

of

EHEF2008-Thailand

European Higher Education Fair 29-30 November 2008
Queen Sirikit National Convention Center, Bangkok, Thailand

Please complete this form and email or fax to Delegation-Thailand@ec.europa.eu or to fax no.: +66 2 255 9113
by 10 October 2008

First (given) Name				
Last (family) Name	☐ Prof.	☐ Assoc. Prof.	☐ Dr.	☐ Mr. ☐ Ms.
Title				
Position				
Organization / University / Institution				
Country				
Address, Phone & Fax				
Email				
Activities and information	☐ Pre-registration for EHEF2008: the Exhibition (exhibition booth) 10:00 - 18:00 hrs, 29-30 November 2008			
	☐ Pre-registration to contribute - as speaker- to Public Seminar (addressing Thai students), 29-30 November 2008			
	☐ I would like to receive information on the Academic Seminar (addressing Thai academics), 29 November 2008			
	☐ Information on optional accommodation (hotel) 28-30 November (3 nights)			
	☐ Information on optional accommodation (hotel) (more than 3 nights) Please specify:			
	☐ Information on optional accommodation (hotel) (less than 3 nights) Please specify:			
	☐ Information on logistics/other (please indicate):			