

Early Bird Application Deadline: 1 June, 2023

Final Application Deadline: 10 August, 2023

**BakuEduCa
Expo 2023**

Venue: Baku, Azerbaijan
Dates: 20 - 21 Sep, 2023
International Education & Career
Exhibition

**Free
Entrance**

ipd | Institute for
Trust, Act & Achieve | Peace and
Dialogue
Organizer

ATGA
Local Partner Organization

www.ipdinstitute.ch

**Scholarships, Job Opportunities, Fellowships, Research Programs, Degree Programs,
Language Courses, Exchange Opportunities, Internships, Building Cooperations,
Gap Programs, Trainings, Summer Camps**

Who can Attend the Exhibitor?

- ❖ Governmental Institutions, Ministries and Departments working or offering educational, exchange, scholarship, research and career programs
- ❖ Universities, Colleges, Schools, Research Institutions and Techno Parks
- ❖ Recruitment Agencies, HR Companies, Consulting Offices and Career Building Providers offering full or part time Jobs, Volunteership, Internship, Traineeship and Fellowship programs
- ❖ Language and Foundation Course Centers
- ❖ Apprenticeship Institutions, Vocational Education Provider and Training Centers
- ❖ Study Abroad Agencies, Consultant Companies, Exchange and Study Programs Providers
- ❖ Early year age education program providers
- ❖ Summer and Winter Schools Program providers
- ❖ Diplomatic missions and Embassies/Consulates in Azerbaijan
- ❖ INGOs, NGOs, Clubs and Associations working or offering educational, exchange, scholarship, research and career programs
- ❖ Foundations. Charity Institutions and Philanthropists working or offering educational, exchange, scholarship, research and career programs
- ❖ Companies and Commercial Institutions working or offering educational, exchange, scholarship, research and career programs
- ❖ Distant Education program providers
- ❖ Companies producing and selling school, laboratory, technology or stationary materials, accessories and equipment
- ❖ Presenters of New Scientific Technologies and Innovation
- ❖ Academic papers, education materials, teaching methodologies, books, magazines and research publishing presenters
- ❖ Individual trainers, consultants, coaches and mediators
- ❖ Teaching games/software/apps, musical instruments, drawing, gymnastic and sports equipment
- ❖ Presenters of software, apps and special programs for HR, Team Development and Management
- ❖ Office and library furniture, security systems and lighting system providers
- ❖ Hotels and Centers offering seminar, conference and working venues
- ❖ Mass Media
- ❖ Others thinks are eligible to be exhibitor

Exhibition Program

19 September, 2023

- Arriving Heydar Aliyev Airport & Transfer to Hotel
- Welcome Dinner for Exhibitors (National Azerbaijani kitchen): 19.00 - 22.00

20 September, 2023

- | | |
|---------------|---|
| 08.00 - 09.00 | Arrival of exhibitors & setting up of exhibition booths |
| 09.00 - 18.00 | Exhibition time |

21 September, 2023

- | | |
|---------------|-----------------|
| 09.00 - 18.00 | Exhibition time |
|---------------|-----------------|

22 September, 2023: Check-out from Hotel till 10.00

Exhibition Visitors

BakuEduCa Expo 2023 Exhibition is open for all interested visitors (10+) whose are studying at school, students, job seekers, school leavers, parents, teachers, working adults, members of the industry and the general public seeking education programs, language courses, exchange opportunities, trainings, scholarship and career opportunities.

Entrance to 2 days Exhibition is free for all Visitors and Guests.

Visiting time to Expo venue is from **09:00 - 18:00** during **20 - 21 September, 2023**.

Issuing invitation Letter for Visa Application & Travel Process of Visitors/Guests is 130EUR per person (Un-refundable).

For issuing invitation letter for Visa Application & Travel Purpose process please send us by email your passport page and relevant Embassy email address (if you need visa).

For issuing Visitor Badge to the name of Visitor, Please send us by email your participation confirmation.

Exhibition Location

BakuEduCa Expo 2023 will be in one of the Hotel placed in the center of Baku city. We will inform all the confirmed exhibitors about the expo venue.

Participation Fee & Price List for Extra Services

A) Participation fee without accommodation, welcome meeting in Airport, breakfast & lunch expenses: **1100EUR** until **1 June, 2023** OR **1500ER** until **10 August, 2023**

B) Participation fee with accommodation, welcome meeting in Airport, breakfast & lunch expenses: **1750EUR** until **1 June, 2023** OR **2150EUR** until **10 August, 2023**

C) Remote Participation Fee (Without sending representative) **500EUR**

Participation Fee Includes: All the expenses mentioned in below considered for maximum **2 Exhibitor Representatives**. More representative is possible upon request by email.

- ❖ 10% Discount for one of the future programs and events by IPD
- ❖ Single room accommodation for 3 nights includes breakfast (Extra night stay possible upon request)
- ❖ Welcome Dinner (National Azerbaijani kitchen)
- ❖ 2 Lunch expenses during expo days
- ❖ 4 Sqm. Area includes 1 table - 4 chairs (More space, tables and chairs possible upon request)
- ❖ Coffee, tea & water during expo period
- ❖ Exhibitors name and logo in exhibition banners and posters
- ❖ Exhibitors name board
- ❖ Invitation letter
- ❖ Brief Promotion in A5 format Exhibition Catalogue (name, logo, contact details and brief introduction: maximum 150 words).
- ❖ Registration fee
- ❖ Power supply and electrical consumption
- ❖ High speed accessible WiFi
- ❖ Pavilion cleaning, general pavilion security, technical design and support
- ❖ Welcome meeting in Airport and transfer to Hotel (1 Way)

Additional Expenses: Available upon request & un-refundable

- ❖ Additional table rent expenses: 400EUR + 4 sqm. area
- ❖ Additional representative (when more than 2 representatives exist) participation expenses include 3 nights Single room accommodation/breakfast, 2 lunch, Welcome Dinner, Welcome meeting in Airport & administrative expenses: 650EUR
- ❖ Additional more Expo space: Price upon request of the space
- ❖ Individual Translator (English-Azerbaijan or English-Russian): 90EUR per hour
- ❖ Airport Transfer to Hotel with service car include driver: 50EUR for one way

- ❖ Advertisement in Expo Catalogue (Full Page, Vertical)
 - Colourful, A4 Format, Vertical: 1500EUR for Back Cover
 - Colourful, A4 Format, Vertical: 750EUR for Inside of Catalogue

- Accommodation booking via IPD
 - A) Single room: 155EUR per person include breakfast
 - B) Double room: 110EUR per person/night include breakfast

To be Sponsor of BakuEduCa Expo 2023

To be one of the sponsors of **BakuEduCa Expo 2023**, please send us your Signed/Stamped Cooperation Letter by email to fhuseynli@ipdinstitute.ch not later than **1 August, 2023**.

Benefits & Privileges for Sponsorship

- ❖ Separate table with roll-up banner of sponsor during the **BakuEduCa Expo 2023** period
- ❖ Promotion company products, services and positive image through presentation among exhibitors, guests and visitors
- ❖ An opportunity to find new potential partners and clients
- ❖ Names, logos and contact detail of Sponsors will be separately promoted through Exhibition catalogue, posters and banners.
- ❖ Printing and producing souvenirs for distribution with name of Sponsor (Upon request)
- ❖ 10% Discount to join one of the program or events of IPD

Types of Sponsorship

- ❖ For Individual Donation: 10EUR and above
- ❖ For Organizational Donation: 50EUR and above
- ❖ Diamond Sponsorship: 25000-50000EUR
- ❖ Platinum Sponsorship: 15000-25000EUR
- ❖ Gold Sponsorship: 10000-15000EUR
- ❖ Silver Sponsorship: 5000-10000
- ❖ Gala Dinner Sponsorship during the Opening Ceremony: 10000EUR
- ❖ Coffee Break Sponsorship for Exhibitors during 2 days Exhibition: 5000EUR
- ❖ Sponsorship for Exhibition T-shirt & Caps (1000 pieces): 10000EUR
- ❖ Sponsorship for Exhibition Umbrella (1000 pieces): 15000EUR
- ❖ Sponsorship for Exhibition USB Stick (1000 pieces): 10000EUR
- ❖ Sponsorship for Exhibition Pen Sponsorship (1000 pieces): 10000EUR
- ❖ Sponsorship for Exhibition Notebook (1000 pieces) 10000EUR
- ❖ Sponsorship for Exhibition Package (1000 pieces) 10000EUR
- ❖ Sponsorship for Student Jug (1000 pieces) 10000EUR
- ❖ Other desired Sponsorship amount

Cancellation Rules and Deadline

Cancellation of participation till the **21 August, 2023** there will be cancellation charge **50%** of the **participation fee**. There will be no-refund on paid fee if there will be any kind of participation cancellation after **21 August, 2023**.

Bank Details for the Payment

Beneficiary`s Name: Institute for Peace and Dialogue (IPD)
Bank Name: PostFinance Ltd
Bank Address: Mingerstrasse 20, 3030 Bern, Switzerland
Account number: 91-577724-2 EUR
IBAN: CH 27 0900 0000 9157 7724 2
SWIFT code: POFICHBEXXX

Contact person

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