



## **FHES 2019 PARTICIPATION 'TERMS AND CONDITIONS' FOR HOSTED FOREIGN DELEGATES**

1. I have read and understood all the "Terms and Conditions". My filling up of the Registration Form at <http://www.ficci-hes.com/Hosted-Delegate-Registration.php> and entering of the required information/details, uploading the asked documents and pressing the '**SUBMIT**' button therein signifies my acceptance to all the below "Terms and Conditions" in entirety and without any deviation.
2. Organizers have sent the 'request to register' email to only the shortlisted delegates nominated to them and have requested to register online within 5 days. My registration after due date or non-response within 24 hours of any subsequent email sent by the Organizers seeking any additional/ incomplete information may render my nomination as cancelled.
3. The online submission of '**Hosted Foreign Delegate Registration Form**' is not an 'Offer'. Rather this is an 'Invitation to an Offer' and my registration shall be subsequently approved by the Organizers to qualify the same as an 'Offer'.
4. This invitation is non-transferable and any such request/s received subsequently shall not be entertained.
5. The Screening Committee constituted under Hosted Foreign Delegate Program will review specific delegate details as provided in Hosted Foreign Delegate Registration Form and approve / reject / waitlist the registrations, as applicable. No separate intimation will be sent to the delegates whose registrations are waitlisted / rejected for hospitalities.
6. As a part of hospitality, the 'Hosted Foreign Delegates' selected by the Screening Committee will be provided both side economy class air tickets along shortest route (upto USD 700), 5-star hotel accommodation for 3 nights (check-in on 26<sup>th</sup> November 2019 and check-out on 29<sup>th</sup> November 2019), local transport, meals during networking lunches/ dinners and other suitable arrangements during their visit to FICCI Higher Education Summit 2019 event. Any request for extending additional facilities/ hospitalities shall not be entertained.
7. I have noted that following information will be required at the time of registration and approval: my full name as per passport, date of birth, designation, organization, address, email, mobile number, office telephone number, website, passport details and profile (upto 50 words) for uploading on website and detailed profile (upto 1000 words) for the screening committee to understand me, my organization and qualitatively analyze my qualification as a 'Hosted Foreign Delegate'. My recent color business digital photograph in close-up facing front white background (in jpg or jpeg format dimension 4cm x 4cm), passport (valid till 31<sup>st</sup> May 2020) scanned copy, employee photo ID Card issued by my organization and my visiting/business/name card also need to be provided. For any break journey or extended stay requirement, I am required to inform the organizers immediately after registration. All the registration information shall be complete and correct in the very first instance only.
8. The Organizers are fully authorized to approve / cancel any registration now or at a later stage without specifying any reason and will not be held liable for financial or any other loss incurred by me due to such cancelation.
9. I understand that the Organizers may summarily reject my registration and are not bound to again ask for any information sought in registration form but not provided by me while submitting my registration. All the information hereby entered by me during this registration is correct. I have not entered any incorrect or false information, either intentionally, fraudulently, or otherwise.
10. In case any information provided by me is subsequently found to be incorrect, with my intention to misinform/ mislead about my profile, the organizers/ co-organizers/ their solicitors hold the right to claim and recover the sponsorship amount (airfare, hotel booking and other expenses incurred on me during



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the event) and to take any further legal action they may deem fit, subject to Indian Jurisdiction and at courts located at New Delhi, India.

11. After submission of my registration for **'Hosted Foreign Delegate' category**, I will receive **'Registration Submitted' email** from the Organizers on my email ID registered for communication. In case this email is not received, I will fill (Type/Key-in) the Registration details in the enclosed 'FHE 2019 Registration Form' word file and send along with the required scanned documents to the Organizers immediately at [FHE@ficci.com](mailto:FHE@ficci.com) , [sudhanshu.gupta@ficci.com](mailto:sudhanshu.gupta@ficci.com) in order to have my registration done by Organizers. Subsequently, when my registration is qualified as **'Hosted Foreign Delegate'**, Organizers will send **'Registration Approved'** email to me.
12. My Name, Designation, Organization, Country, recent coloured BUSINESS photograph and brief profile shall be uploaded on the event website so that Registered Indian Participants access this information and pre-fix a meeting with me. Similarly, Organizers shall also put up the business profiles of the Indian Exhibitors on the website (and shall update the records from time to time) for fixing B2B and B2G meetings.
13. After both 'Registration Submitted' and 'Registration Approved' emails are received by me on my registered email, I am required to send, within 48 hours, my confirmation to participate and tentative economy class travel itinerary (with arrival in New Delhi, India on 26<sup>th</sup> November 2019 after noon and departure from New Delhi on 29<sup>th</sup> November 2019 late evening) and Performa Invoice/ Quotation of the tickets under that itinerary to [fhes@ficci.com](mailto:fhes@ficci.com) and [sudhanshu.gupta@ficci.com](mailto:sudhanshu.gupta@ficci.com) for the approval by Organizers.
14. Organizers will suggest any changes required in the travel itinerary and will specify 'Approved air-ticket Reimbursement Amount' and will seek my consent. After I give my consent on the advised changes in itinerary and reimbursement amount within 24 hours, I will purchase the ticket on the mutually agreed itinerary and send Confirmed Ticket scanned copy along with invoice/ fare statement, required for processing the reimbursement. I am required to retain all BOARDING PASSES for submission after arrival and submit the same for processing the reimbursement.
15. The Visa Invitation Letter with my travel schedule and stay arrangements will be sent to me and hotel stay will be booked by the organizers subsequently
16. Upon receipt of **Visa Invitation Letter**, I am required to immediately contact Indian Mission in my country and apply for **eBUSINESS VISA (PARTICIPATION IN EXHIBITIONS,BUSINESS/TRADE FAIRS)** or other relevant Indian Travel VISA as suggested at <https://indianvisaonline.gov.in> and visit the designated Indian Embassy/ High Commission on the appointment date and time along with all requisite documents. Visa Fee and all related costs shall be paid and borne by me and the Organizers will not entertain any request for reimbursing these costs, even if my registration is cancelled subsequently.
17. As a MANDATORY REQUIREMENT, I will schedule and attend at least TWENTY B2B / B2G meetings each day.
18. Hotel will be allocated by the organizers and written confirmation will be sent directly to registered Delegates indicating the hotel's name, address and contact details. No request for change of hotel/ room will be entertained before or after arrival.
19. Extra room/s or extra night(s) before or after the dates booked by Organizers, and all the additional facilities availed by me will be charged by the hotel and payment will be made directly by me upon checkout.



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20. Colleague/ spouse can accompany me at my own expense. Any requirement for additional bed/ room at the hotel must be intimated to the Organizers at least 15 days prior arrival. Such requests will be entertained subject to availability and shall be payable directly to hotel.
21. After the tickets are issued, If I do not travel to attend the event due to whatsoever reasons, I promise to reimburse organisers the total cost of non-refundable tickets and hotel stay.
22. Hosted Foreign Delegates can check-in at the designated hotel any time after 12:00 HRS on 26<sup>th</sup> November 2019.
23. All 'Hosted Foreign Delegates' upon arrival in India will be required to deposit a token amount of US\$ 100/- in CASH against registration fee (refundable after the event upon my successfully doing all assigned B2B and B2G meetings and fulfillment of all other 'terms and conditions') at the 'FHES 2019 Help Desk' located at the Hotel Lobby after check in.
24. Also need to provide Business Card and cell phone number that will be used during stay in India. Organizers will provide Exhibition Entry Badge, B2B Kits and Cash Deposit Receipt for US\$100 at 'FHES 2019 Help Desk' at the Hotel. These need to be carried to the Exhibition daily.
25. In case of any problem, 'Hosted Foreign Delegates' are required to immediately inform Organizers at fhes@ficci.com and sudhanshu.gupta@ficci.com .
26. All hosted Delegates are required to register at the 'Hosted Foreign Delegates Lounge' at the Exhibition venue by 9 AM on the opening day i.e. 27<sup>th</sup> November 2019. Here all will be guided with the meeting schedule/ will be provided other important instructions.
27. Every day upon arrival and before leaving the venue, all are required to have a short 5-minute meeting at 'Hosted Foreign Delegate Lounge' to collect blank 'B2B meeting form' and submit filled B2B meeting forms.
28. All are required to be present and available at the exhibition venue from 10:00 HRS till 18:00 HRS every day from 27-29 November 2019 for attending pre-fixed meetings with registered Indian Participants.
29. It is mandatory to attend the inaugural function on 27<sup>th</sup> November 2019 and all networking events/ lunch/ dinner and Industry visits as intimated in due course.
30. If any problem is faced in locating the Exhibitor or if the Exhibitor is unavailable at his stall or for any other impediments pertaining to the event, please inform Organizers immediately at the 'Hosted Foreign Delegate Lounge'.
31. The Security Deposit of US\$ 100/- will be refunded to the 'Hosted Foreign Delegates' on 28<sup>th</sup> November 2019 (Evening) and 29<sup>th</sup> November 2019 (Morning) from the 'FHES 2019 Help Desk' at the Venue upon submission of:
  - Security Deposit Original Receipt for US\$ 100/-.
  - Exhibitor Filled B2B sheets for all the days.
  - Delegate filled 'Feedback Form'.
  - Clear photocopy of valid Passport.
  - Photocopy of Passport page bearing Immigration stamp.
32. For Air-Ticket Reimbursement, below set of documents is required be submitted on any day at the Organiser's Office located in Hosted Foreign Delegates Lounge, Exhibition Venue.



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- ORIGINAL Boarding Passes.
  - Passport Copy Front page and Immigration Stamp page.
  - Photocopy of Air-tickets with airfare mentioned.
  - Copy of Invoice or other Proof of payment made by Hosted Foreign Delegate for purchase of air-tickets.
  - Bank Account Details for the Electronic Transfer of Approved air-ticket Reimbursement Amount.
    - Name as per Bank Account
    - Bank Name
    - Bank Address
    - Bank City
    - Bank Account Number/ IBAN Number
    - Swift Code/ SORT Code
    - Bank Details of any Intermediary Bank, if any (Kindly check with your Bank)
  - Certificate on Bank's Letterhead outlining Delegate's / Organisation's above Bank Details.
  - Signed declaration of 'no business establishment in India'
  - FORM 10F Duly filled, signed and stamped by authorized signatory if reimbursement to be done to Organisation.
33. The Approved Air-ticket Reimbursement Amount, if any, shall be transferred to the Bank Account of the 'Hosted Foreign Delegates' within 45-60 working days after the event. Any request for Reimbursement in CASH shall not be entertained.
34. Organizers request to kindly inform them immediately about any cancellation of trip at [fhes@ficci.com](mailto:fhes@ficci.com) and [sudhanshu.gupta@ficci.com](mailto:sudhanshu.gupta@ficci.com) with a copy to the concerned Indian Embassy.
35. In case the registration is not approved as a 'Hosted Foreign Delegate' till 31<sup>st</sup> October 2019 and I still wish to attend FHES 2019, I am welcome to attend FHES 2019 on my own without any sponsorship. Organizers will be pleased to send Visitor Visa Invitation Letter.
36. Organisers reserve the right to change the 'terms and conditions' at any stage without prior notice.
37. I have read and understood all the "Terms and Conditions". My filling up of the Registration Form at <http://www.ficci-hes.com/Hosted-Delegate-Registration.php> and entering of the required information/ details, uploading the asked documents and pressing the 'SUBMIT' button therein signifies my acceptance to all the above "Terms and Conditions" in entirety and without any deviation.
38. For any clarifications, contact details are as below:

**Mr. Sudhanshu Gupta**  
**Deputy Director, FICCI**  
**Tel: +91 11 237 66 919, +91 11 234 87 224**  
**Mobile: +91 987 3311 557**  
**E-mail: [sudhanshu.gupta@ficci.com](mailto:sudhanshu.gupta@ficci.com); [FHES@ficci.com](mailto:FHES@ficci.com)**