

OAV
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RVSP

by Email: marek@oav.de

Registration

**for the business trip of OAV
to Vietnam
from 19 to 26 November 2019**

**Please return the registration form until
20 September 2019**

Preliminary remarks

We kindly ask you to read the following information thoroughly and sign it for a **binding registration**. Please fill in the last page of the registration form and send it back to us by e-mail (marek@oav.de).

Please also fill in the separate form "delegation_brochure" with your company data and details of the participant for the use in the delegation brochure and return the documents in electronic format to marek@oav.de.

The number of participants is limited. Therefore, a complete registration does not guarantee participation in the business trip. The organisers (OAV) reserve the right to select the participants according to the purpose of the journey.

General remarks on the business trip

For bus transfers, food, presents etc. incurred costs will be around 600 Euro per person. These costs will be charged depending on the actual costs. For the organisation of the trip, OAV members will be charged an organisation fee of 1,200 (net) Euros. For non-members the organisation fee amounts to 2,000 (net) Euros. The costs for the organisation fee will be invoiced in advance and must be paid within 14 days after receiving the invoice from OAV. The costs for the entire trip (share of the incurred costs for bus transfers, food and presents as well as organisation fee) will be sent by invoice after the trip.

The organisers only function as agents. All services, such as flights, hotels etc. are only mediated. Contractual links are only between the participants and the relevant services. The organisers are not liable under this contract, especially not with reference to §§ 651a ff BGB.

The organisers cannot bear any costs for illness, accident or loss of luggage, which arise to a participant in connection with the trip. We recommend you to purchase an individual travel, health and baggage insurance for the business trip.

Programme

The programme will begin in Ho Chi Minh City in the late morning of Tuesday, 19 November 2019. It is recommended to arrive on Monday, 18 November 2019 or early morning on Tuesday, 19 November 2019. The trip will end in Hanoi in the evening of Tuesday, 26 November 2019. The business trip enables the participants to establish contacts to political and economic decision-makers in Vietnam. Furthermore, company visits as well as networking events in Ho Chi Ming City, Da Nang, Haiphong and Hanoi are planned. The planning of the programme is continuously being adapted to the developments and availability of potential dialogue partners and can differ from the current version. You will receive the final travel programme before your departure.

The participants shall, if possible, take part in the whole programme.

Flight connections / Transport within the country

The arrival in Ho Chi Ming City and the departure from Hanoi are organised by the participants themselves. Several airlines carry out flights to the international airports in both cities. The transfers from and to the airport on the day of arrival and the day of departure respectively, are also **organised by the participants**.

According to the limited capacity and expectedly strong interest, **flight bookings should be made as soon as possible**. As a travel agency we can recommend IFT in Hamburg; Ms Delia Peltzer (phone: +49 (0) 40-3989579-14, delia.peltzer@derpart.com) is informed about the business trip.

For inner-city transport related to the meetings, busses will be rented by OAV. The cost for the bus transfers will first be financed by OAV and after the business trip apportioned to the participants.

For the domestic flights from Ho Chi Minh City to Da Nang and from Da Nang to Haiphong OAV has chosen the following connections which cost approximately 60 Euro per person and flight:

- **20 November 2019, 20:00hrs to 21:20hrs, flight number VN142 from Ho Chi Minh City to Da Nang with Vietnam Airlines**
- **22 November 2019, 17:10hrs to 18:25hrs, flight number VJ724 from Da Nang to Haiphong with VietJet Air**

Please do note that the luggage for the domestic flights is restricted to one piece of hand luggage (max. 7kg) and one piece of hold luggage (max. 20kg). If plan to exceed these limitations, please do let us know in advance.

Accommodation

In general, the participants can choose their accommodation themselves. However, in order to guarantee a smooth travel, we will soon recommend delegation hotels.

Delegation brochure

A delegation brochure with the company profiles as well as the details of participants will be printed. For this purpose, please fill the attached form "delegation_brochure" and send a

digital photo (printable resolution, format 35:45, 300dpi, .tif or .jpg-format) via email to marek@oav.de.

Visa

To enter Vietnam, for most nationalities a visa is required. Please check your countries respective websites in order to get the relevant information on the visa requirements.

Further information will be given by:

OAV – German Asia-Pacific Business Association

Daniel Marek

Regional Manager ASEAN

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Email: marek@oav.de

Binding registration for the business trip to Vietnam

(Please fill out this form, sign it and send it back until 20 September 2019 the latest)

I have read the information given above and herewith **sign up** for the business trip to Vietnam. The travel expenses as well as the cost for accommodation, food, further individually booked services on site will be borne by me. I herewith confirm that I accept the described conditions of the business trip.

Surname, Name: _____

Position: _____

Company: _____

Invoice Address:

Street, No.: _____

Location and Zip Code: _____

I am aware that my personal data given here will be processed in accordance with the data protection regulations of the Ostasiatischer Verein e.V. (OAV). Further information on the processing and protection of my personal data can be found at <https://www.oav.de/en/data-protection-statement.html>. I have read the privacy policy.

Declaration of data protection / delegation brochure:
I accept the use of the photo and data submitted to OAV. The delegation brochure is a publicly available document, which is going to be handed over to government, business and media representatives in the corresponding partner countries. Furthermore, the delegation brochure will also be available to each participant of the business trip.

(Place / Date)

(Signature)