

SEMINARS AND CULTURAL EVENTS

Holding a seminar is conducive to displaying and publicizing books, and an opportunity to introduce your business to visitors and professionals during BIBF. To assist exhibitors who wish to hold seminars on special topics, BIBF Management Office will provide Seminar Areas at the China International Exhibition Center.

Please note that the Seminar Area will be in the exhibition hall and can be used free of charge.

BIBF Management Office will provide a notice board listing the seminars that will be held in the Seminar Area, showing the time, place, sponsor, lecturer, and topic of the seminar. This notice board will be placed at the entrance of the Seminar Area. BIBF Management Office will produce and distribute a booklet of Seminars & Cultural Events of 2017BIBF. The seminars held in the Seminar Area will also be included in the contents of the booklet, and be publicized on the BIBF website.

Free equipment in the Seminar Area provided by BIBF Management Office includes a projector, a screen, tables and chairs. Should other equipment (such as an internet connection, etc.) be necessary during the seminar, please note the requirements in the Seminar Application Form, additional payment may be required.

To ensure a successful seminar, we suggest that the hosts conduct publicity beforehand and distribute copies of lecture text or outline among the exhibition attendees.

The following matters needing attention will be conducive

to smoothly organize seminars.

- No materials, including printed matters, seminar text, movies, slides, tapes, CDs, etc. which conflict with the laws and regulations of the PRC shall be used during the seminars.
- The Seminar Application Form shall be sent to BIBF Management Office before **June 15, 2017**.
- The applicant will be informed of the confirmation of his application in written form. The seminar host shall pay all expenses incurred (including rental for the simultaneous interpretation rooms, and for facilities necessary for the seminar) before **July 15, 2017**, to ensure that the seminar may be held on time.
- A complete text of the lecture as well as all printed documents and material to be distributed and used during the seminar shall be submitted to BIBF Management Office no later than **July 15, 2017**.

If your seminar or cultural event takes place during the period of 2017 BIBF, please update your information at www.bibf.net before July 15, so the information of your event will be included in the booklet of seminars & events of 2017 BIBF.

SEMINAR APPLICATION FORM (FORM I-1)

DEADLINE: June 15, 2017

EXHIBITOR INFORMATION (Only accepted in Capital)

Company Name (in English) _____

Company Name (in Chinese if any) _____ Booth No.: _____

Contact Person: _____ Gender: ____ E-mail: _____

Tel: _____ Fax: _____

SEMINAR INFORMATION

Seminar Topic/ Subject: _____

Lecturer's Name: _____ Gender: ____ E-mail: _____

Qualifications (Degrees/ Awards/ Experience): _____

Preferred date: 8/23 AM PM 8/26 AM PM 8/24 AM PM 8/27 AM PM 8/25 AM PM

Event Duration: 1 hour

Preferred language: 1st: _____; 2nd: _____

Location: The seminar/event area will be at East Hall 1, East Hall 2 or South Registration Hall. Each exhibitor can use the area and equipment free of charge for 1 hour only.

Your other special demand: _____

ADDITIONAL EQUIPMENT HIRING

BIBF Management Office will provide free equipment in the seminar room the table and chairs in the front for the lecturers, chairs for audience and at least 2 microphones. Each exhibitor is able to use the free seminar area for 1 hour, the extra expense for more booking please ask your BIBF manager.

If what you want to hire is not mentioned above, please write it on the line below.

Deadline for submitting this form and full payment in one remittance: **JUNE 15, 2017.**

DATE:

NAME OF SIGNATORY:

SIGNATURE / STAMP