

Dear All,

Just one week to go!

Please make sure that:

1. Copy of money transfer has been sent to my email: hgalindo@grupogales.com
2. Your material has reached our office with my staff: Marcela Beltran & Felipe Moreno on mbeltran@grupogales.com ; fmoreno@grupogales.com
3. For those international institutions not sending a Staff member, please send your art work to organize a banner :
(AVALON, Griffith University, Browns, CIC, Embassy Ces, ILAC, Kiwi English Academy, Sarina Russo and Shafston.)
4. For both Local & International institutions please be advised that we have a reception cocktail in our office (Cra 19 A # 84 – 72, Grupo Gales Bogota) on Friday 24 April from 19:00 to 21:00. Please confirm the name of the person attending.
Set up of stands will be on Saturday 25 April from 9:00 AM to 11:00 AM in Hotel Bogota Royal (Cra 8 A # 99 – 55)
Bring your banners & some spare marketing material (flyiers brochures)
5. Scholarships: As a marketing strategy we have offered in every expo one or two scholarships per institutions wich will be raffled in our expo every 30 minutes. Please send me a written copy of your scholarships.,

Looking forward to hearing from you soon.

Kind regards,

HUGO GALINDO