

UPDATE 3



COLOMBIA 8 MARCH 2011

Dear Colleagues

Thanks for your confirmation to attend EXPOESTUDIOS EN EL EXTERIOR Colombia 2011. We are looking forward to welcoming you all. Please refer below to our **UPDATE 3** as part of our LOGISTICS plan. We will send you further updates fortnightly.

Invoices

Please confirm your event payment according to the invoice we have sent. If you have not received your invoice via email, please let us know.

Schedule in Bogota

1) THURSDAY 7 APRIL :	
10:00 am – 12:00 pm	stands set up (Grupo Gales Office)
3:00 pm - 8:00 pm	Open to students
9:00 pm – 12:00 am	Social Activity
2) FRIDAY 8 APRIL:	
9:00 am – 9:00pm	Pre Booked Presentations (Grupo Gales Office)

Power Point Presentations (3 places left!)

The cost for presentations during the event has been calculated in USD200. Please book your presentation as soon as possible. You can run a 45 minute presentation in GRUPO GALES. You can take advantage of this presentation by inviting all your interested students during the EXPO.

After the presentation you will also be able to meet , face to face, with the students and even enrol some on the spot in Grupo Gales. The schedule for the presentations will be

Bogotá Colombia (hgalindo@grupogales.com)

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published in our website. We will also set apart some time for a training session with you and our GRUPO GALES staff.

Scholarships

As most of you know, during our yearly event we raffle some scholarships. All institutions are required to offer a scholarship that will be raffled during the EXPO. It is an excellent/ unique marketing strategy that we have developed and applied in the last 10 years with an incredible impact that has attracted an amazing amount of students. Of course, just a few will win it, but all of the other students will still be interested in travelling to study overseas.

Stands Set Up in Bogota

Exhibitors will set up display materials from 10 AM to 12 M the day of the event. Interpreters will be available from 10 AM to help you. Coffee and water will be available during the event. 12 M to 2 PM lunch time. (not included). The doors will be opened to the public from 3 PM to 8 PM (on April 7th) and from 9:00 AM to 9:00pm (on April 8th).

Exhibition Area

Institutions will have an exhibition area of 2 square meters for display booth. Please bring your nicest banner! If representation has been requested, please send your graphics designs (logos) no later than March 15th so that we have enough time for printing the banner.

Social Activity led by Grupo Gales

7 April (9:00 PM to 12:00 AM) Grupo Gales cra 19A # 84-72

Contact Details:

Grupo Gales: PBX (571) 530 5111

Hugo Galindo: Mobile 313 207 6328

Recepción Grupo Gales: Mobile 314 418 7144

Silvana Galindo: Mobile 314 365 5428

Accommodation

One night (7th April) has been included as a courtesy from Grupo Gales, in our closest hotel: Hotel VIRREY PARK (Bogota). Single room + Breakfast + internet) 5 minutes walk from Grupo Gales office for your convenience. If extra nights are required (at your expense), please let us know so that we can book them for you.

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Bookings: reservas@hotelvirreypark.com

Web site: www.hotelvirreypark.com

Address: Cra 15 # 87 – 94 Bogotá, Colombia

Airport transfer

Please make sure to send us your flight details at your earliest convenience, so that this service can be properly arranged by the hotel (not included)

Sending Material to Colombia

Please make sure to send your brochures for the EXPO 3 weeks in advanced !!.

1. Mark the box in a visible part with: "NO COMMERCIAL VALUE"
2. Do not exceed 20 kg, or USD 1000 on the declared value.
3. Do not ship more than 5 boxes/packages under the same tracking number
4. Never declare 0 value 3 to 5 dollars per kilogram is ideal..
5. There must be no more than 100 units in each box of any material.
6. In the commercial invoice at the courier company please explain:
 - a) Full description of contents: Brochures / Documents / No commercial value
 - b) Terms of trade / Destination duties: Shipper (not: Receiver)

If you are going to send a lot of brochures, please pack them in many light boxes, instead of in a big heavy one. Otherwise there is a risk they will be lost at customs, or even worse, get lost. Also, do not send more than 2 boxes at the same time. Leave at least 3 days in between.

Confirm with the DHL / FEDEX / UPS agent in the post office that no extra costs will be charged in Latin-America.

Address for sending material to Bogota Colombia:

BOGOTA
Mr Hugo Galindo
Grupo Gales Educacion Internacional
Cra 19 A # 84 - 72
Bogota
Colombia

Bogotá Colombia (hgalindo@grupogales.com)