



# Registration & Contract

**Registration Deadline: Oct. 11, 2023**

Visit the official website: [www.phdworkshop.cn](http://www.phdworkshop.cn) for online registration or complete the Registration & Contract and email to:

[huangtao@ceaie.edu.cn](mailto:huangtao@ceaie.edu.cn), [chenhanyu@ceaie.edu.cn](mailto:chenhanyu@ceaie.edu.cn), or [harden@ceaie.edu.cn](mailto:harden@ceaie.edu.cn)

## Part I. INSTITUTION REGISTRATION:

### Basic Info:

Country/Region: \_\_\_\_\_

Name of University / Institution: \_\_\_\_\_

Graduate/Doctoral School Name or College/Department/Faculty Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. (incl. area code & extension): \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

## Participation in Beijing and/or Shanghai:

### 1. Reserve Meeting Tables-Mandatory:

**NOTE:** Each delegate is required to pay a participation fee. To ensure an optimal experience, only two delegates are permitted per table during the workshop. In the event that more than two delegates are expected to attend, an additional table should be reserved.

Cities	Dates & Times (New)	Options	Early Bird Rates Before June 30		Final Rates After June 30	
		Meeting Table	1 <sup>st</sup> Delegate Rate	2 <sup>nd</sup> Delegate Rate	1 <sup>st</sup> Delegate Rate	2 <sup>nd</sup> Delegate Rate
Beijing	Nov. 18 09:00-17:00	Table One	CNY15,000 <input type="checkbox"/>	CNY7,500 <input type="checkbox"/>	CNY17,000 <input type="checkbox"/>	CNY8,500 <input type="checkbox"/>
	Nov. 19 09:00-12:00	Table Two	CNY15,000 <input type="checkbox"/>	CNY7,500 <input type="checkbox"/>	CNY17,000 <input type="checkbox"/>	CNY8,500 <input type="checkbox"/>
Shanghai	Nov. 21 10:00-17:00	Table One	CNY10,000 <input type="checkbox"/>	CNY5,000 <input type="checkbox"/>	CNY12,000 <input type="checkbox"/>	CNY6,000 <input type="checkbox"/>
		Table Two	CNY10,000 <input type="checkbox"/>	CNY5,000 <input type="checkbox"/>	CNY12,000 <input type="checkbox"/>	CNY6,000 <input type="checkbox"/>

### Participation rates include:

- Use of 1 meeting table with 4 chairs (2 for institution delegates, 2 for students);
- Access iSchedule system for online scheduling with the pre-registered students;
- Free access to opening reception;
- Free access to workshop lounge with coffee/tea break and lunch during the workshop in Beijing and in Shanghai;
- Free wireless internet connection at workshop venues;
- Free entry in the workshop Catalogue;
- Free USB Key with the whole list of registered students;

### 2. Reserve Seminar Presentation (30 minutes / session) - Optional

Presentation rate includes: A 50-people capacity room, AV equipment, multi-media projector, laptop and audience promotion.

Cities	Dates & Times (New)	Early Bird Rates Before June 30		Final Rates After June 30	
Beijing	Nov. 18 09:00-17:00	CNY4,500/Session	_____ Session(s)	CNY5,500/Session	_____ Session(s)
	Nov. 19 09:00-12:00		_____ Session(s)		_____ Session(s)
Shanghai	Nov. 21 10:00-17:00	CNY4,500/Session	_____ Session(s)	CNY5,500/Session	_____ Session(s)

### 3. Reserve Ad and Sponsorship – Optional

Institutions are invited and encouraged to place advertisements in the Catalogue, Workshop Tote Bag, Online Logo Banner as well as the sponsorship opportunity.

Items	Placements	Dimensions (W x H)	Bleed	Rates (CNY)	Please tick
Catalogue	Inside Full Page	117 x 215 mm	3mm	12,000	
	Inside Back Cover			14,500	
	Inside Front Cover			15,000	
	Inside First Page			15,500	
Online Logo Banner	Login Webpage and Visitor Webpage	200 x 100 pixels	-	18,000	
Notepad Sponsorship (New)	Logo and website highlighted on the notepad	117 x 215 mm	-	20,000	
Workshop Tote Bag	Logo, name and slogan listed on one side of the bag	400 x 320 mm	-	23,000	

#### NOTES:

1. Online Logo Banner will be placed with your institution logo and website on the Login webpage and Visitor registration webpage, where the logo banner could be seen by every visitor and could be linked to your institution website by clicking on the logo.
2. Notepad will be distributed to the students on site for ready use during the meeting and interviews. Your Institution Logo and website will be highlighted on the notepad for promotion. It is expected that 2000 notepads will be produced.
3. Workshop Tote Bag will be carried and recognized by all school delegates and students from the workshop to the streets, or even on campus. It is expected that 2000 bags will be produced.
4. Artwork design should be more than 300(dpi) & set extra 3mm bleeding on each side for trimming, and be submitted in PDF or JPG by Oct. 11, 2023.

### 4. Invitation Letter for Visa – Optional (Free of Charge)

If you need a visa to enter China, we could help provide the invitation letter. It will be issued within 5 working days after we get your filled-in application form and scanned Passport copy.

Please kindly check with the Chinese embassy or consulate near your location at homeland to allow sufficient time for your visa processing.

**TOTAL COST FOR ALL ABOVE BOOKED: CNY \_\_\_\_\_**

#### ※ PAYMENT

Following the receipt of the registration, we will verify and confirm your participation by a return email, together with an invoice. Payment should be made by the date indicated on the invoice. The registration could only be processed once full payment is received.

If no invoice is received, please contact us immediately at [chenhanyu@ceaie.edu.cn](mailto:chenhanyu@ceaie.edu.cn), [huangtao@ceaie.edu.cn](mailto:huangtao@ceaie.edu.cn), or [harden@ceaie.edu.cn](mailto:harden@ceaie.edu.cn)

## Part II. DETAILS OF DELEGATES ON-SITE

The professors and advisors are much expected by the students, who are keen to meet with them for on-site interviews. Please provide details of the delegate who will represent your institution on site as follows:

### Delegate Participation Guidelines

1. Only regionally accredited academic institutions could be represented at the workshop.
2. Institutions may be represented by authorized delegates such as faculty professors, advisors, lecturers or in-house recruiters. Delegates should be qualified to introduce the PhD programs, curriculums, scholarship and all relevant admissions policies etc. to the students.
3. No third party recruiters could be accepted. The PhD Workshop exclusively promotes direct delegate-to-candidate communication.

✘ If no details of your delegates are given below when filling in this **Registration & Contract**, you could skip it now, but we encourage you to submit and update the delegates details online ASAP with your assigned "User Name" and "Password" **no later than October 11, 2023**, so that the students and your registered delegates could make online scheduling with each other directly.

<p><b>Delegate Details:</b> <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> Associate Prof. <input type="checkbox"/> Assistant Prof.</p> <p>Given Names: _____ Surname: _____</p> <p>Title / Position: _____ Department: _____</p> <p>Email: _____ Tel. (incl. area code &amp; extension): _____</p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"><li>• Purpose of Participation: <input type="checkbox"/> General Inquiry <input type="checkbox"/> Interview &amp; Recruitment <input type="checkbox"/> Cooperation <input type="checkbox"/> Others, please specify: _____</li><li>• Estimated Number of PhD Students to be Recruited from China in 2024: _____</li><li>• Admission Criteria ( Max. 300 letters ): _____ _____</li><li>• PhD Programs Offered: <input type="checkbox"/> Full PhD Programs <input type="checkbox"/> Joint PhD Programs <input type="checkbox"/> Postdoc Programs</li><li>• Majors / Topics / Projects / Programs Offered ( Max. 400 letters ): _____ _____ _____</li><li>• Scholarship: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Others, Please Specify: _____</li><li>• Language of Instruction: _____</li><li>• Application Deadline: _____</li><li>• On-site Admission Offer: <input type="checkbox"/> Yes <input type="checkbox"/> No</li></ul>
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**Note:** If more than one delegate, please submit the others in the online account after getting the first "User Name" and "Password".

## Part III. SIGNATURE AND SUBMISSION:

By signing we have acknowledged the accuracy of information provided on this Registration & Contract, and agreed to accept the Terms and Conditions overleaf.

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Terms & Conditions

## 1. General

The workshop is open to regionally accredited academic institutions, which may be represented by authorized delegates (faculty professors, advisors, lecturers, or in-house recruiters) from the institutions.

The Management Office – Yuansheng Education Ltd. reserves the right in our sole discretion to enforce the event participation guidelines set out on the workshop brochure and website in order to maintain the integrity and safety of our event. We reserve the discretion to refuse entry to the workshop venue to any third-party recruiters or agents. Should we be alerted to any violation of our institution representation guidelines by the presence of such recruiters or agents during the course of the workshop, we reserve the right to require that the recruiter/agent leave the venue immediately. No refund or reimbursement will be made to institutions for any inconvenience caused due to any violation of the workshop guidelines. In the event of a dispute, the decision of the workshop Management Office is final.

Institution's participation will be confirmed by the Office, and will be made definitive by forwarding the confirmation and invoice.

## 2. Force Majeure and Cancellation or Postponement

In the event of acts of war, disaster, fire, terrorism, public health and disease, government regulations, civil authority requisition, strike, travel restriction, actual or threatened hazardous weather like earthquake, flood and typhoon etc, or any other occurrence beyond the control of the Office that renders the fulfillment of this workshop illegal, impossible, or commercially impracticable, at the Office's option, the service contract will be terminated or the parties shall mutually amend it. The participant hereby waives any claim against the Office for damages or compensation in such event.

In the event that "PhD Workshop China" is cancelled or postponed then, the liability of the Office shall be limited solely to the costs paid by participants, or any part thereof may be refunded at the sole discretion of the Office to the participants, but without prejudice to the Office's right to appropriate the entire sum or any part thereof for expenses they have already incurred for the workshop.

## 3. Breach of contract

The registration is considered as binding and the contract becomes effective with the dispatch of the confirmation.

Cancellation Policy:

- 60+ days before workshop starts: 70% refund
- 30-59 days before workshop starts: 50% refund
- 0-29 days before workshop starts: No refund

## 4. Allocation of tables and catalogues

The Office will allocate the tables and accommodate, as far as possible, the wishes of the delegates. Workshop catalogue will be provided to each registered delegate of institution free of charge.

## 5. Payment

All fees must be paid by registered institutions in accordance with the terms of payment stated on the Invoice.

## 6. Advertising and promotion during the event

Interviews will take place at tables.

Delegates must abide by the following unless written approval from the Management Office has been attained:

- The only type of display and advertising materials permitted are small items, such as brochures, leaflets, photographs and laptops, which can be placed on the table and do not obstruct the view of other delegates' tables.
- No advertising materials can be distributed outside your own table.

## 7. Liability and insurance

Delegates should be insured against personal liability, fire and theft. The Office will not be liable for any loss or damage to exhibits, materials or equipment as for instance through fire or theft, regardless of whether this damage or loss is sustained prior to, during, or after the event. The delegates on their part will be liable for any damage to persons or objects caused by them, their employees, their delegates or by exhibits or items of their equipment.

## 8. Belongings

While the Office will take precautions to keep delegates' promotional materials safe, the Office is not liable for any loss or damage.

## 9. Concluding provisions

The contract is valid under Chinese law. The venue is Beijing, China.