

Ref no: 191/08

October 22, 2008

Nepal Carpet Exporters Association
Nepal Coffee Producers Association
Floriculture Association Nepal
Rupandehi Industry Association
Lalitpur Handicraft Association
Baglung CCI
Nepalgunj CCI
Itahari CCI
Nuwakot CCI
Darchula CCI
District Committee Kathmandu, FNCSIN
District Committee Bhaktapur, FNCSIN
District Committee Makwanpur, FNCSIN
District Committee Dhading, FNCSIN
District Committee Dolkha, FNCSIN

Sub: Invitation for participation in Seminar

Dear Sirs:

I am happy to announce the commencement of our forthcoming seminar entitled "**How to arrange and carry out Match-Making activities and events' and 'How to prepare and participate in Trade Fairs and Exhibitions**": Ms. Annabel Fogden, Head, World Trade London Chamber of Commerce and Industry will be here with us to conduct the Seminar, starting from November 17th, 2008. **Two participants each (one executive member and one secretariat staff) from the above mentioned IBO's are invited to participate in the two, two days Seminar.**

Find enclosed with this mail your respective time of arrival, dates for the seminar and draft program proceedings sent by Ms. Annabel Fogden, London Chamber of Commerce and Industry. The Seminar will begin from 10:00 each morning, participants are requested to arrive half hour (30 mins) before program commencement for registration and to complete the necessary logistic / transportations documents.

Each participant is required to pay Rs. 500/- to participate at the program.

Each participant is entitled to receive the followings:

- | | |
|--|------------|
| 1. Three nights accommodation @Rs. 700/- | Rs. 2100/- |
| 2. Two days local conveyance @Rs. 300/- | Rs. 600/- |
| 3. Three nights dinner @Rs. 200 | Rs. 600/- |
| 4. Transportation as per actual bill submitted | |

Those participants who live in and around Kathmandu valley are entitled to receive only local conveyance.

We look forward for a successful Seminar with your active participation.

Thank you.

Sincerely,

Kamini Chand
Project Officer

Encl:

Dates for the Seminar:

For Executive Members: **November 17th and 18th 2008** (Mangsir 2 and 3)

For Secretariat staff: **November 19th and 20th 2008** (Mangsir 4 and 5)

Time schedule for the Seminar:

10.00am		Start of Seminar
11.15am-	11.30am	Coffee Break
11.30am -	1.00pm	seminar
1.00pm -	2.00pm	Lunch
2.00pm -	3.15pm	seminar
3.15pm -	3.30pm	Tea Break
3.30pm -	5.00pm	seminar

Venue:

European Economic Chamber, Kalikasthan, Kathmandu, Nepal

DRAFT PROGRAMME
How to Arrange and Carry Out Match-Making Activities and Events and
How to prepare and participate in Trade Fairs and Exhibitions
Kathmandu, 17 - 20 November 2008
10.00am - 5.00pm

A two-day seminar for Intermediary Business Organisations in Nepal
Conducted by Annabel Fogden, Head, World Trade, London Chamber of Commerce

Seminar 1: Monday and Tuesday: Executive Members

Seminar 2: Wednesday and Thursday: Staff Members

1. Introduction

Seminar Objectives

Who I am, and my credentials

Who you are

2. Organising Successful Networking and Matchmaking Events

Aims and format

Budget

Identifying contacts

Marketing material

Managing the event on the day

Follow-up

3. Trade Fairs

Why participate in trade fairs

Why collective participation

Objectives

Finding the right exhibition

Managing the Project

Working with the Organiser

Budget

Recruiting Exhibitors

Space, Stand Design and Layout

Stand construction

Freight

Travel and Accommodation

Publicity and Promotion

Role and Activities of the Stand Manager

4. Preparing companies for a Trade Fair

How to present your company to companies in the EU

Displaying products

Greeting prospective customers

5. Follow-up by the Group Organizer and by Individual Exhibitors

