**TRADE MISSION TO washington**

**22nd to 24th April 2013**

**Registration Form**

(*formulaire aussi disponible en français)*

The activity will be held in and English.

|  |
| --- |
| **Contact Information** |
| **One form per participant please**Membership number\*       [ ]  Non-member\* Your membership number is necessary in order to benefit from the member rate |
| [ ]  Mr. [ ]  Ms. First name       | Last name       |
| Title (English and French)             | Company       |
| Address       | Web site       |
| City       | Province       |
| Postal code       | E-mail       |
| Telephone       | Mobile phone during the trade mission       |
| Contact person in case of emergency[ ]  Mr. [ ]  Ms. First name       | Passport number       |
| Telephone 1 (     )       | Telephone 2 (      )  |

|  |
| --- |
| **Registration Fees** |
| **Membre CCMM**  | **Non membre CCMM** |
| General Program [ ]  1 000$  | General Program [ ]  1 000$  |
| General Program + 10 hours of consulting services [ ]  1 350$ | General Program + 10 hours of consulting services [ ]  1 500$ |
| General Program + 10 hours of consulting services + one-on-one meetings [ ]  1 775$ | General Program + 10 hours of consulting services + one-on-one meetings [ ]  1 995$ |

|  |
| --- |
| **Payment** |
| [ ]  American Express [ ]  Diners Club International [ ]  MasterCard [ ]  Visa [ ]  Check\*               Card number Expiry date (mm/yy)              Cardholder’s name Signature\* Purchases of $200 or less require payment by credit card. For purchases of $200 or more, credit card accepted or check payable to: World Trade Centre Montréal, 380 St-Antoine St. West, Suite 6000, Montréal, Quebec H2Y 3X7 |

**Quebec participants:** The costs of the trade mission are eligible as an expense under Bill 90 promoting corporate manpower training.

**Cancellation policy:** An administration fee of ten percent (10%) plus taxes, based upon registration fees, will apply to cancellations received before March 1, 2013. After that, there will be no reimbursement.

**Limits of liability:** The participant and the organization whom the participant represents hereby release the World Trade Centre Montréal and the Board of Trade of Metropolitan Montreal from any liability whatsoever, and they hereby waive any recourse, claim or legal action of any kind whatsoever, including, without limiting the generality of the foregoing, any recourse, claim or legal action relating to bodily injuries, material losses, illness, accident, hospitalisation, repatriation, problems with police or legal authorities, or legal actions, whether same result from a statement, act or behaviour of any kind whatsoever made or carried out by the participant before, during or after the trade mission.

The World Trade Centre Montréal and the Board of Trade of Metropolitan Montreal cannot be considered to have defaulted in the execution of their obligations should such execution be delayed, held back or prevented by force majeure. Force majeure includes all causes that are out of the parties’ control, that the parties could not reasonably have foreseen and against which they could not protect themselves, including but not limited to cases of accident, strike, partial or full work stoppage, lock-out, fire, natural disaster, riot, intervention by civil or military authorities, cooperation with any governmental authorities’ rules or instructions, and acts of war (declared or not).

**Return this form email at:**

**tbenet@ccmm.qc.ca**

**For more information:**

514 871-4002, ext 6216

**Participant Profile**

***Since this document is destined to our partners, we request that you fill out this form in ENGLISH.***

**A. Company coordinates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |       |  | Address: |       |
| Organization: |       | City: |       |
| Title: |       | Website: |       |
| Phone: | (     )       | E-mail:  |       |
|  |

**B. Company Profile**

|  |
| --- |
| 1. **Describe your company’s business (200 words or less):**
 |
|       |
| 1. **Identify the category associated with your company’s primary product or service:**
 |
| [ ]  **Education** | [ ]  **Health** | [ ]  **ITC** |
| [ ]  **Other:**       |  |  |
|  |  |  |
| 1. **What are your goals for this mission?**

      |
| 1. **Provide information on the services or products you want to offer. What significant features and competitive advantage does your product(s) or service(s) have?**

      |
| 1. **Do you currently work with the IFI’s? If yes, give us the NAMES of PROJECTS and COUNTRIES you have worked on or are presently working on ?**

**Yes or No****Names of projects and countries:** |
| 1. **Is your company established in any other country? If yes, could you provide the location of your branch(es)?**

 |
| **9. In terms of number of employees, how large is your organization?** |
|       |
| **10. In terms of annual revenue, how large is your organization?** |
| [ ]  Less than $500,000 | [ ]  $25 million to $50 million |
| [ ]  $500,000 to $5 million | [ ]  over $50 million |
| [ ]  $5 million to $25 million | [ ]  not applicable |
| **11. What percentage of your organization’s activities is related to the IFI’s?** |
|       % |