



Sultan Qaboos University
The Language Centre

Oman International **ELT Conference**



Date:

To:

CALL FOR EXHIBITION PARTICIPATION

Submission Deadline: Thursday 2nd April

Dear colleagues,

It's my pleasure to invite you to promote your business/ exhibit at Oman 15th International ELT Conference organized by the Language Centre, Sultan Qaboos University, Oman, on 23rd and 24th April 2015.

Each exhibition booth measures 3 x 2 meters and we provide the following for each booth:

- ✓ 1 power point (outlet)
- ✓ 2 tables (120X80 cm) with cloth
- ✓ 2 chairs
- ✓ 1 rubbish bin

Additionally, **on request**, each exhibitor can be provided for free with up to:

- ✓ 1 banner showing the name of the publication house/business. (You can also bring your own banners and posters)
- ✓ 3 name badges,
- ✓ 6 lunch vouchers for the two conference days
- ✓ 6 snack vouchers for the two conference days

Important Information

- Each exhibitor will be provided with up to 3 name badges. Please provide the names of your representatives the same way you would like these names to appear on their name badges.
- Names **MUST** be received no later than **Thursday 2nd of April, 2015**.
- Any additional equipment requests **MUST** be listed in the registration form.
- While we strive to attend to all your requests, time and availability need always to be taken into considerations.

www.eltconf.com





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Payment

- Full payment must be received by Saturday 2nd April, 2015 to guarantee your booking.
- **Available booths are limited.** Therefore, priority will be given according to date of payment.
- Please note that you are required to cover any bank charges and to account for any exchange rate differences. It is your responsibility to ensure that the money we receive into our bank account is the same as the appropriate fee.
- Upon depositing the registration fee, please attach direct deposit slip to the registration form.
- Please write the deposit transaction number in the specified box on the form.

If you are interested in participation please complete the online form at the link below with a proof of payment. The **deadline to confirm** your participation and receive your payment is the **2nd of April, 2015**.

www.eltconf.com

Payment should be deposited to:

Bank Muscat (SQU Branch)
Account No: 0304-00809050-0012
Account name: SQU Conference and Workshop
Swift Code: BMUSOMRXXXX.

If you have any questions about the exhibition please contact me at lamis@squ.edu.om

Looking forward to hearing from you

Ms. Lamis Al Kiyomi

Head of ELT Exhibition Committee,
Language Center, SQU.
Phone: 00968 24141645

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