

The following Terms and Conditions outline the procedures adopted for the organisation of the EHEF Malaysia to be held in the Kuala Lumpur Convention Centre (KLCC) on 12th and 13th March 2016. They apply to all exhibitors participating in the Fair. The following categories of exhibitors may participate:

- a. European Commission or representations (e.g. Directorate-General for International Cooperation and Development, Directorate-General for Education and Culture, Delegation of the European Union to Malaysia).
- b. EU Member States or representations (e.g. national promotional agency for higher education, national Ministry of Education, Embassy of a Member State in Malaysia).
- c. European Higher-Education Institutions (EHEI)¹.

1. Procedure for the allocation of exhibitor places

- a. The European Commission is allocated one place.
- b. Each Member State of the European Union is allocated one place at the Fair for its national-level representation.
- c. European Higher Education Institutions are allocated places following selection based on a competitive process (Call for Applications). The only exception to this is a case in which a Member State nominates an HEI to act as its national-level representative at the Fair (in place of the Member State's own representation).

2. Call for Applications

- a. The Call for Applications procedure will operate in the period 12 October (Launch of Call) to 1 December 2015 (Announcement of Results).
- b. All HEIs wishing to be considered for selection as exhibitor should complete the Application Form and submit it to the EHEF project team by email by the deadline. Applications will be received up to the expiry of the **deadline – Tuesday 24 November 2015, 17.00 (Brussels time)**.
- c. The award of exhibitor places will be made on the basis of two factors:
 - (i) A quota allocation of places for each European Union Member State, derived from the proportion of seats per Member State in the European Parliament;
 - (ii) The score assigned to applications by a team of independent assessors.
- d. The applications will be assessed according to the following stages:
 - (i) Eligibility checks (see Application Form);
 - (ii) Ranking according to the total score achieved on the basis of the responses to the criteria included in Section 3 of the Application Form;
 - (iii) The independent assessors will make a recommendation to the Evaluation Committee, with regard to the award of places within the quota allocation for each Member State.
- e. The Evaluation Committee (formed of representatives of the European Commission Directorate-General for Development and Cooperation, and the S.I.C.I. Dominus consortium) will make a decision on the award of places, following receipt of the recommendation of the independent assessors.
- f. In the event that the quota allocation of a Member State is not filled, the Evaluation Committee will reallocate the vacant places to applicants of other EU Member States. Reallocation will be made on the basis of the quality of applications (score achieved), and in line with the aim of achieving a balanced representation of European Union Higher Education Institutions at the Fair.
- g. The decision of the Evaluation Committee will be final.
- h. Successful applicants will be informed of the decision on Tuesday 1 December 2015, and asked to confirm their acceptance of the offer of a place by Tuesday 8 December.
- i. In the event of an applicant not taking up an awarded place, or withdrawing before Tuesday 8 December, this place will be reallocated according to a reserve list.

- j. Successful applicants who withdraw after Tuesday 8 December may not be considered for future Calls for Applications in the current project.

3. Conditions of Attendance

- a. Exhibitors will not be charged an attendance fee for exhibiting at the Fair. It is not possible (as per the funding rules governing the current project) to accept fee-paying exhibitors in addition to those supported by the project.
- b. Booth-sharing (i.e. the representation of more than one institution in the same booth) is not permitted, with the exception of HEIs that apply for selection (via the Call for Applications) as a consortium of institutions. This consortium should be an existing partnership.
- c. Each exhibitor will receive an exhibitor's space in the exhibition hall. Details of the space and the equipment and facilities to be provided at the venue will be announced on the project website.
- d. By agreeing to exhibit at the Fair, exhibitors undertake to be present at the Fair for the whole duration of the Fair (2 days).
- e. Exhibitors are responsible for paying for their own international and local travel costs (including visa fees), accommodation costs in Malaysia, shipping of display materials, and any other additional items and services not covered by the project.
- f. The inclusion of information about exhibitors in the EHEF Fair brochure and website will be provided free-of-charge.
- g. The project supports the presence of up to two persons per booth (i.e. with regard to catering provision, booth facilities, other relevant provision). If an exhibitor wishes to engage more than two persons at its booth, this should be agreed prior to the Fair with the EHEF project team. If additional persons are engaged at the booth, the project does not bear responsibility for provision of facilities and services to those additional persons.
- h. Interpreting will be provided to a limited extent (through a small pool of interpreters, available on request to support exhibitors). The project does not undertake to allocate interpreters to individual booths.

ⁱ A European Higher Education Institution must:

- Be a legal person ("legal entity");
- Provide courses at the undergraduate, graduate and/or doctoral level of higher education leading to a qualification recognised by the competent authorities in their own country; they may be called a "University" or bear some other relevant name (e.g. "Polytechnic", "College", "Institute").
- Be registered in one of the EU member States.