

Specifications for the participation of SMEs to the Matchmaking Event in Kathmandu (Nepal) to be held on the dates 26-27-28 January 2009.

Abstract

Consorzio Scuole Lavoro Milano (hereafter CSL), leader of the project NEP-AL IT (Europe Nepal Pakistan Alliance on Information Technology) allows participating SMEs to benefit from a voucher of € 1200.00 to support the travel costs for the Matchmaking Event in Kathmandu, Nepal.

Participant companies will be about 160. CSL will organize the event which will provide the opportunity for SMEs to conduct targeted meetings and plenary sessions according to the interests/characteristics of each company. The agenda of the event and other helpful information will be consultable for registered users on the website www.nepalit.eu.

Beneficiaries

The subjects eligible to receive the vouchers are the SMEs in the EU definition¹. Each company can submit only one application for the contribution to allow a single member of the company to participate at the event (the other representatives may attend only at their own expense).

How to submit requests to participate:

1. The first step to take is for SMEs to subscribe to the website www.nepalit.eu that will allow the processing of data and the acceptance of these Specifications, and insert the online company profile.
2. The project partners will select the SMEs participating at the event. Communication of the selection results will be sent to all successful firms.
3. **After steps 1 and 2**, the selected SME can either contact directly the CSL contracted tour operator, i.e. HCB Tour Operators either to the e-mail nepalit@hotelbooking.com, or to the phone number +39 02 45482158 (website http://www.hcb.it/ing/index_ing.htm), which will take care of the travel booking, or another tour operator of its preference. **Please do not book the travel before having received confirmation that your company has been selected to participate.**
4. Those SMEs that do not book a flight with HCB Tour operators are obliged to send a copy of the airline ticket reservation (scanned copy via email at nepalit@cslmilano.it), otherwise they will be excluded by the eligibility of the voucher; this will not be due if the reservation is made through HCB Tour operators.
5. If the firm decides not to participate at the event, or not to show up at the event, or to make any kind of change, everything paid to the tour operator may be lost as per the conditions agreed with the latter.
6. Only for Pakistani companies the voucher will cover up to € 800 for the flight cost and up to € 400 (and for a maximum of € 83 per day) for the expenses for board and accommodation.

¹ From Commission Recommendation of 6 May 2003 (2003/361/EC) available at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm : "...enterprise which employs fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and /or an annual balance sheet total not exceeding EUR 43 Million".

7. The reimbursement of up to € 1200.00 will be delivered by CSL to participating SMEs only upon presentation of boarding pass in original copy (showing that the return flight has been used) and original or certified true copy of the invoice of the air ticket (showing the amount that the SME has spent for purchasing the ticket). The non-submission of the boarding pass or the invoice will cause the lost of the expected refund. The refund up to €1200 will be granted by CSL via bank credit, within 20 days after having received the original boarding cards and a certified true copy (or original) of the invoice of the flight ticket. All expenses, if any, for money transfer from CSL to participating SME are not eligible for reimbursement and are at the cost of the participating SME.

Documents for participation

Companies interested in participating should send via e-mail at nepalit@cslmilano.it, in order not to be excluded from the participation and as evidence of meeting the requirements for participating, the following documents:

- a) **Completed application form** (downloadable from the site www.nepalit.eu). Applications for participation should be written in English. Applications must be received no later than the day **30/11/2008**.
- b) **Copy proofing that the plane ticket has been purchased**. This will not be due if the booking is made at HCB Tour operators.

Documents to be submitted at the end of event

- a) **Original copy of the boarding card**
- b) Original or Certified true copy of **Invoice or other evidence of expenditure for the flight (and of board and accommodation for Pakistani companies only)**.

Eligible expenses

The company selected will receive a voucher to € 1200.00 corresponding up to a contribution to the costs for the flight that the SME will pay.

The contribution therefore would be for:

- partial coverage of travel expenses (return trip) to Kathmandu.

Ineligible expenses

Costs of living in Kathmandu, including board and accommodation and money transfer from CSL to participating SME, are excluded from the voucher coverage and are borne by the participants. Additional expenses including taxi or shuttle will not be eligible for refund.

Participants are advised that CSL disclaims any responsibility for any loss of personal items such as laptops, luggage etc. The SMEs, participating at the event, in addition to the voucher will also receive technical assistance to the project by the staff of the five partners Chambers of Commerce both before, during and after the Matchmaking Event: during the event will be available to SMEs spaces for bilateral meetings and exhibition areas where each of them will be able to present its own products / services;

Provisions on the protection of privacy and the right of access: Please refer to the discipline on privacy on the website www.nepalit.eu.