

STUDY VISIT IN ITALY - FOR SME'S WINE SECTOR REGISTRATION FORM / LETTER OF COMMITMENT

This Registration Form/Letter of Commitment is signed in the framework of the activities implemented by Eurochambres, the association of European chambers of commerce of industry AISBL in favour of the Countries participating in the Eastern Partnership Initiative. It is in this context that EU4Business: Connecting Companies (EU4BCC) project aims to support sustainable economic development and job creation in the EaP by helping SMEs or Business Support Organisations (BSO) to grow – especially by promoting trade, encouraging inward investment and fostering business links with companies in the EU. One of the tools to achieve this aim is the EU4BCC STUDY VISIT FOR SME'S which will be implemented by the EU4BCC sectoral consortium.

Please indicate the Country in which the SME has its headquarters: _____

1. PARTICIPANT SME

Name of the SME sending the participant:

Registered address:

Sector of activity:

Name of the authorized representative:

Function:

Office Phone No:

2. PERSON TRAVELLING TO ITALY

Name and surname name of the person traveling to the EU:

Position in the organisation:

Professional email:

Office Phone No: Mobile phone No:

Passport Number Date of Expire :

Date of Birth :

3. OBLIGATIONS

By signing this letter of commitment,

- the SME acknowledges that
 - the letter of commitment is legally binding,
 - the person in charge has to take part to all activities foreseen in the programme of the Study Visit,
 - in case of no show or early termination of the Study Visit by the participating person, all costs incurred by the Organization and Wine Consortium have to be reimbursed,
 - no claim for reimbursements are allowed in case of cancellation of the Study Visit.
- The person traveling to Italy undertakes to:
 - respect the duration of the study visit, holding all required travel documents (such as valid passport, visa etc)
 - take part to all the activities of the study visit as per programme given,
 - sign the presence list and single h2h meetings' list given by the Organization

4. BUSINESS TRIP INCLUSIONS

Organization takes care of

- travel by plane, economy class, 1 baggage cabin + 1 baggage (weight according to single airlines). The tickets are bought by the organization according to their rules and availability.
- overnight in Hotels 3 or maximum 4 stars, breakfast included
- lunch and dinner, only if organized for the whole group of companies
- transfer from/to Italian airport (also by means of public transport), transfer from one visit to the other (if in Milan, preferably by public means of transport)
- Organization of meetings and visits.

What is not mentioned is excluded, such as

- personal insurance/health insurance for the participant person
- care and availability of any travel document required from/in the Countries
- extras and personal expenditures in hotels
- extra transfers to locations not included in the official programme
- shipment of products for the meetings
- meals not included in the official programme,
- transportation of the participants from/to home from/to the airport of departure/arrival.

The SME: *Read and approved*

EU4BCC sectoral consortium leader:
Read and approved

I agree with the above mentioned stay abroad and the principles that concern me.

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Place and date:

I agree with the above mentioned stay abroad and the principles that concern me.

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The participant :
Read and approved

Place and date:

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I agree with the above mentioned stay abroad and the principles that concern me.

Place and date:

5. PERSONAL DATA PROTECTION

The personal information provided by the person travelling to the EU is protected by the laws of his country.