Registration form (*formulaire aussi disponible en français*) **TRADE MISSION**

**TRADE MISSION TO WASHINGTON**

**May 4 to 7, 2015**

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| **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 | Company |
| Address | Web site |
| City | Province |
| Postal code | E-mail |
| Telephone | Fax |
| Cell phone | Cell phone during the trade mission |
| Passport number | Allergies |
| Contact person in case of emergency  Mr.  Ms. First name       Last name | Telephone (     ) |
| Your Quebec enterprise number (NEQ)  If you don’t know it, please visit the enterprise register: <http://www.registreentreprises.gouv.qc.ca/en/a_propos/neq/default.aspx> | |
| **Registration Fees** | |
| |  |  | | --- | --- | | **Member ‒ Board of Trade of Metropolitan Montreal** | **Non-member ‒ Board of Trade of Metropolitan Montreal** | | General Program  $1,250 | General Program  $1,500 | | General Program + 5 hours of consulting services  $1,500 | General Program + 5 hours of consulting services  $1,750 | | General Program + 5 hours of consulting services + 3 nights hotel  $2,700 | General Program + 5 hours of consulting services + 3 nights hotel  $2,950 | | General Program + 3 nights hotel  $2,450 General Program + 3 nights hotel  $2,700 | | | |
| **Payment** | |
| American Express  MasterCard  Visa  Check\*        Card number Expiry date (mm/yy) Card Security Code (CSC or CVV)  A group of 3 digits located on the back of your  card, to the right of the signature strip.  On American Express cards, a group of 4 digits  on the front towards the right.      Cardholder’s name Signature  \* Purchases of $500 or less require payment by credit card. For purchases of $500 or more, credit card accepted or check payable to: World Trade Centre Montréal, 380 St-Antoine St. West, Suite 6000, Montréal, Quebec H2Y 3X7 | |

**Return by email to:** [llauzon@ccmm.qc.ca](mailto:llauzon@ccmm.qc.ca)  **For more information:** 514 871-4002, ext. 6227

**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 April 20, 2015. Cancellations received after this date will not be reimbursed.

**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).

**PArticipant directorY** 

**Instructions:**

1. **Please attach to the return email a picture (JPEG and a minimum of 300 KB) of you intended to the Participant Directory.**
2. **The Participant Directory is bilingual; please fill this form in both languages if available.**

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| 1. **Describe your company business (200 words or less):** |

**B. company profile**

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| 1. **What are your goals for this trade mission?** | |
| 1. **Provide information on the services or products you want to offer. What significant features and competitive advantage do your products or services 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:**    **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?** | |
| **%** | |