

Joining Instructions Manual

December
01 - 04

2014





YOUNG ENTREPRENEURS COMPETITION
KUWAIT 2014

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2014

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Joining Instructions for Participating Countries

DEADLINES

20th of September – Receive copies of the participating students, staff and chaperone passports.

20th of September – Confirmation of participating students, staff and chaperones' names, flight details and number of rooms.

20th of October – Final Company Report

Kindly stick to the page limit which is 10 pages (font size 11) as the judges will not grade any page after the first 10 pages.

In addition to the Company Report kindly submit the below on the same date:

- Name of student company-Arabic & English
- High resolution group photo (JPEG) no less than 1MB
- High Resolution Logo (AI or JPEG) no less than 1MB
- Brief – Arabic & English, 60 words maximum

30th of October – Final Presentation

- Kindly stick to the length of the presentation which should not exceed 5 minutes.
- Format should be PREZI or PowerPoint
- Windows PC only
- NO music allowed

LANGUAGE

You can submit the final report and the presentation in Arabic or English language. No amendments or changes are permitted after the submission date.

DOCUMENTS' SUBMISSION:

Please send the Company Report and Presentation through **Dropbox**, you can create a username and password online and send it to Marina Ma'ayeh (marketing1@lawrenceconferences.com) so we can ensure a swift and fast delivery.

Administrative information

DATES:

- Monday 1st of December to Thursday 4th of December 2014

TRAVEL:

- Your local INJAZ office is responsible for your travel arrangements. You all need to have valid travel Insurance.
- Please, check with your local INJAZ office and let Marina Ma'ayeh marketing1@law-renceconferences.com know if you need a visa. An Invitation letter will be sent through the INJAZ Kuwait office.

ARRIVAL AT KUWAIT INTERNATIONAL AIRPORT:

- All delegates arriving at Kuwait International Airport on Monday 1st of December will be met by a representative from the event management Company.
- The representative will guide you by bus to your hotel. Depending on your arrival flight details. The bus takes about 15 minutes to reach the hotel.
- For any additional nights in the hotel, you have to organize your own transfers to the airport.
- Once seated in the shuttle bus you will receive further information. A representative will be with you at all times to clarify any questions that may arise.
- At your hotel you will receive a welcome kit presented by INJAZ Al-Arab office.

For more information on Kuwait International Airport, weather and other, kindly visit:
<http://www.dgca.gov.kw>

Reminders for Chaperones/ INJAZ Staff

1. Chaperones must know how many students they have and who they are.
2. Chaperones must be with students at all times.
3. During transit layovers in the airports, chaperones are not allowed to leave the airport without students; they must be with them at all times.
4. Chaperones must make sure students adhere to the curfews and schedules noted in the agenda.
5. Chaperones have to be a good role model for the students at all times, so they should behave professionally and in accordance with the culture of the hosting country.
6. INJAZ enforces "Zero Tolerance" with respect to alcohol, smoking, drug usage and dating. The official accompanying adults are responsible for ensuring that the students abide by this zero tolerance regulation.
7. Chaperones must adhere to the dress code. No revealing clothes are allowed. Professional attire is required. Skirts must be knee length; shirts must be buttoned to the top

and have sleeves, no slippers or flip flops are allowed.

8. Kindly be present ten minutes before any scheduled meeting and make sure that your students are with you.
9. Kindly remember you have agreed to chaperone students during their leave from their families, you are not on a personal vacation; therefore, your only job to do is to take care of your students.

Chaperone signature

Student Contract

1. Students must inform chaperones/INJAZ staff where they are, and follow their instructions at all times.
2. Students are not allowed to leave the airport during transit lay-over.
3. Students must abide by the dress code as indicated in the agenda: No revealing clothes are allowed. Professional attire is required. Skirts must be knee-length; shirts must be buttoned to the top button and have sleeves. No slippers or flip flops are allowed.
4. Students must take into consideration the conservative nature of the country's culture they are visiting in regards to behavior and clothing.
5. INJAZ enforces "Zero Tolerance" with respect to alcohol, smoking, dating and drug usage. The official accompanying adults are responsible for ensuring that the students abide by this zero tolerance regulation.
6. Students must arrive ten minutes before any meeting.
7. Students must be respectful to all other students and adults.
8. Students must take part in all the student activities.
9. Students must not visit other students' rooms at any time.
10. Students must not visit night clubs, bars or restaurants other than the assigned ones during the allotted times.
11. Students are responsible for their personal belongings; INJAZ staff is not responsible for the loss of any valuables.
12. In the case of unacceptable behavior, the offending students (or adults) will be sent home, at their own cost, immediately.

Student signature

Parent signature

Accommodation:

All participants will be accommodated at the following hotel:

The Regency Hotel

Hotel Enquiries / Info:
Tel: 00965 2576 6666
Fax: 00965 2576 6999
theregencykuwait.com



Hotel accommodation has been booked for you from Monday the 1st of December till Wednesday the 4th of December ,2014

Logistical information:

COMPETITION VENUE

All Competition stages will take place at the Regency Hotel. Students will prepare their stands on the evening of Dec 2nd . The public presentation will be at “Maha Ballroom” hall, Booth visit will be at the “Pre-Function Lobby” hall & Judges Panel Interview will be at “meeting room 3 & meeting room 6”, Cocktail Reception will be at the “Pre-Function Lobby” & Award Ceremony location will at the “Futoh Ballroom”.

MEALS

All meals are included in the participation fee, from dinner Monday night to breakfast Thursday morning.

INSURANCE

Each country is responsible for ensuring that its participants have a valid ‘travel and medical insurance’ during their participation at the regional competition.

DRESS CODE

We recommend the following:

- At all times, no reveling clothes are allowed, for e.g. tank tops, sleeveless shirt, short skirts, and shorts. Also, training suits, sweat pants, flips flops, or slippers are also not allowed.
- It is highly recommended that female participants wear no more than 7cm heels for their safety.

What to wear:

- Tuesday 2nd of December there will be an ice-breaking dinner. Casual clothing suitable for an outdoor activity, a light jacket is recommended.
- Wednesday 3rd of December for Public Presentation, Booth Visits and Panel Interviews: formal clothing is a must (suit is a must with closed shoes)
- Wednesday 3rd of December for the Award Ceremony: your national costume and closed shoes is a must, for safety reasons high heels are not recommended as there are stairs and a stage)

- **Wednesday 3rd of December** for the optional dinner at the hotel. Students with their chaperons will have the option to decide whether to have dinner at the hotel or outside the hotel provided that they are accompanied by their chaperons. Casual clothing is recommended.

WELCOME KIT

On arrival all delegations will be issued a welcome kit (bag) that includes the following:

- Agenda of the competition
- Student Joining Instructions
- Student Badge with lanyard (to be worn at all times)
- Notebook
- Pen
- T-shirt (to be worn on Tuesday 2nd of December 2014)

Other useful information:

RESPONSIBILITY/SECURITY

- Kuwait is a quiet and safe city, with a very low crime rate, but you need to take care at all times.
- Students should follow the 'buddy system': meaning that they should be accompanied by at least one person from the group at all times.
- INJAZ Al-Arab will issue a personal identity badge for each student and volunteer which must be worn at all times, anyone arriving at an event who does not have an official pass (or their name on the guest list) will not be admitted to any of the events.
- We want you to have a great time during your stay in Kuwait, and proper behavior is expected at all times. Please show respect for people and property.

CLIMATE

Weather is cold – especially during night or when the dry cold north westerly wind is very strong. High temperature is 19° C and it may decrease to a low of 9° C. Average is 14°C.

CREDIT CARDS

Use of credit cards is widespread in Kuwait, and they are accepted almost everywhere. Visa, MasterCard, American Express are the most common.

PERSONAL EXPENSES

Hotel accommodation, group meals & transportation are all covered by INJAZ Al-Arab, if you would like to carry some money for personal use, we recommend you do not carry more than 200 Dollars.

CURRENCY

Kuwait currency is "Dinar" (**1.00 KWD = 3.51 USD**)

EMERGENCY NUMBERS

Emergency Numbers will be issued in the event packs on arrival.

Technical Information & Guidelines

EXHIBITION

- You will set up your stand on Tuesday 2nd of December – Time allocated for this stage is 2 hours.
- The exhibition will be at the pre-function lobby, where each student company will be provided with a (2m X 2m) booth.
- Booth will include one table, two chairs, electrical outlets, spot lights and 2 shelves.
- Students are allowed to use sticky tape and double-faced scotch tape (not provided by INJAZ Al-Arab). Please, don't use any pins, screws or nails.
- Screens are allowed to be used during the booth presentation. (not provided by INJAZ Al-Arab)
- If you choose to have valuable equipment e.g. PC's on your stand, please be aware that you will be fully responsible for their safety. These items are not covered by insurance.

ALLOCATED TIME FOR THE COMPETITION PHASES:

PHASE 2: BOOTH VISIT:

Each team will be visited by a group of judges for **6 minutes**. This is your opportunity to use your marketing skills to sell your product to the public as well as the judges! We recommend you use the time wisely.

PHASE 3: PUBLIC PRESENTATION:

During the Public Presentation, each team will have **5 minutes** to present their company to an audience; the pitch should include the following: Company Name, The country they are representing and a brief description of their product. You should try to make use of ALL of this time to market and potentially sell your company to potential investors in the audience. Remember not to exceed the time limit as you will not be given extra time to complete your presentation.

PHASE 4: PANEL INTERVIEW:

Each team will meet with the panel of judges in a private setting for **10 minutes**. Judges will have the opportunity to ask you many questions, be ready to think quickly and give your best answer to the panel of judges as this segment is really the best opportunity to show your achievements, true personality, charisma, team spirit and future plans.