

## JOINING INSTRUCTIONS

### OFFICIAL WEB PAGE

<http://jal.lv/SMU/internationalfestival>

### DEADLINES

\*Please make sure that you have filled all of necessary registration forms

Date	Registration form	Additional information
February 3 <sup>rd</sup> :	* <a href="#">Early Bird Registration</a>	Fee: for students <b>140 EUR</b> , for teachers, staff, CEOs <b>165 EUR</b> (double room), <b>205 EUR</b> (single room) <b>Registration form will be closed on February 4<sup>th</sup></b>
March 17 <sup>th</sup> :	<a href="#">Late Registration</a>	Fee: for students <b>165 EUR</b> , for teachers, staff, CEOs <b>200 EUR</b> (double room), <b>235 EUR</b> (single room) <b>Registration form will be closed on March 18<sup>th</sup></b>
March 17 <sup>th</sup> :	* <a href="#">Arrival Details (and extra night registration)</a>	Available <b>25 double/single</b> rooms on extra night <b>April 6<sup>th</sup></b> . Fee: <b>50 EUR</b> /single room, <b>40 EUR</b> /double room <b>Registration form will be closed on March 18<sup>th</sup></b>
March 17 <sup>th</sup> :	* <a href="#">Details of the Company and Participants</a>	<b>Registration form will be closed on March 18<sup>th</sup></b>
March 17 <sup>th</sup> :	* <a href="#">Video and logo upload</a>	<b>Registration form will be closed on March 18<sup>th</sup></b>
March 17 <sup>th</sup> :	<a href="#">Parental Consent form .pdf</a> * <a href="#">Parental Consent form upload</a>	Considering important information, form need to be filled also for legal age students (18 years and up) <b>Registration form will be closed on March 18<sup>th</sup></b>
March 17 <sup>th</sup> :	<a href="#">Invitation form .docx (for download)</a> <a href="#">Invitation for VISA form upload</a>	Fee: <b>7 EUR</b> /per one Invitation, <b>3 EUR</b> /per person in Invitation <b>Registration form will be closed on March 18<sup>th</sup></b>

### Cancellation policy:

In case of cancellation before February 4th 2014 90% of the participation fee is being refunded back and from February 4th till March 18th 40% of the participation fee is being refunded back. After March 18th there will be no refunds for cancelled registrations.

### TRAVEL

- List of countries citizens of which may enter the Republic of Latvia without a visa.  
[http://www.pmlp.gov.lv/en/pakalpojumi/visa/list\\_countries.html](http://www.pmlp.gov.lv/en/pakalpojumi/visa/list_countries.html)  
Please check with your National JA-YE Organization if you need to apply for a Visa.
- Invitation for visa extraction is to be carried through JA-YE Latvia office filling out the application form-**Invitation form .docx** and uploading it to an **Invitation for VISA form upload** registration.
- Reference number for visa will be sent to you during next 3 work days.
- Each country is responsible for its participant full insurance (TRAVEL and MEDICAL INSURANCE).

### ARRIVAL

- The transportation from Riga International Airport, Riga Train Station or Riga Coach Station to the hotel will be provided by the Organizing Committee on April 7<sup>th</sup> by public transport.
- For all arrivals before the provided time schedule on April 7<sup>th</sup> you are responsible for your own transportation and accommodation.
- Recommended taxi in Riga- *Baltic Taxi* phone: **(+371) 20008500**

### REGISTRATION

- Participant registration at **Maritim Park Hotel Riga** lobby on April 7<sup>th</sup> from 10:00-14:00
- On registration will be issued by a welcome package to all delegates.
- Welcome package includes a badge with agenda, times of transfers, meals, presentations, activity maps and useful information concerning the event.  
**Please be sure that badge is always with you and be aware the timing for transfers is sharp!**

### DEPARTURE

- The transport from the hotel to Riga International Airport, Riga Train Station or Riga Coach Station will be provided by the Organizing Committee on April 9<sup>th</sup>.

Riga, Latvia  
7<sup>th</sup> – 9<sup>th</sup> April,  
2014

# INTERNATIONAL STUDENT COMPANY FESTIVAL 2014



learning  
by doing

Junior Achievement – Young Enterprise Latvia

Address: Audeju str. 15, Riga, Latvia LV-1050 | Ph/ Fax: (+371) 67339656 | [www.jal.lv](http://www.jal.lv)  
[www.facebook.com/InternationalStudentCompanyFestival](http://www.facebook.com/InternationalStudentCompanyFestival)

- For all departures after the provided time schedule on April 9<sup>th</sup> you are responsible for your own transportation and accommodation.

## TRANSPORTATION WITHIN RIGA

- All of transfers during the event from April 7<sup>th</sup> till April 9<sup>th</sup> are organized according agenda from and to activity places.
- **Please note that timing of the buses is sharp and we are not responsible for people arriving late to the meeting points.**
- All other transfers out of provided time schedule from April 7<sup>th</sup> till April 9<sup>th</sup> are your own responsibility.

## ACCOMMODATION

- Full Board accommodation has been booked for your team from Monday April 7<sup>th</sup> till Wednesday April 9<sup>th</sup>.
- All foreign participants will be accommodated at the **Maritim Park Hotel Riga**.

### Maritim Park Hotel Riga

Slokas Str. 1, Riga, Latvia, LV-1048

Tel: +371 67069000

Fax: +371 67069001

E-mail: [info.rig@maritim.lv](mailto:info.rig@maritim.lv)

[www.maritim.lv](http://www.maritim.lv)

- Rooms are available from 12:00 the day you arrive. For participants arriving earlier, a room is provided to store your luggage at the hotel, ask at hotels reception.
- Accommodation will be on the basis of twin rooms for students (2 or 3 sharing, same sex and can be from different teams/countries) and single or double rooms for accompanying adults (e.g Teachers) as booked.
- The costs of any incidental expenses (e.g telephone calls, additional drinks etc.) are your responsibility and must be paid when checking out.
- We recommend that you do not use telephones provided in the hotel room as charges for these are normally high.
- Check-out on departure day must be not later than 12:00.

## PRACTICAL INFORMATION

### Meals

- All meals are included in the participation fee, from dinner on the April 7<sup>th</sup> till breakfast on the April 9<sup>th</sup>.

### Responsibility/Security

- Latvia is regarded as a safe place to live. The only thing you should be aware of is that you should not travel alone by night.
- The teachers/advisers are at all-times responsible for their students.
- Participants are responsible for damaged property.
- JA-YE Latvia enforces "Zero Tolerance" with respect to abuse of drugs and/or alcohol.
- The official accompanying adults are responsible for ensuring that the students abide by this "Zero Tolerance" regulation.
- In the case of unacceptable behavior, the offending students will be immediately disqualified and sent home, at their own cost.
- Security will be tight for all of the events surrounding the Trade Fair.

## TECHNICAL INFORMATION & GUIDELINES

### Trade Fair Venue

The exhibition will take place in the [Fashion and Entertainment Centre Riga Plaza](#). You will get there by transport guided by JA-YE Latvia staff.

### Fashion and Entertainment Centre Riga Plaza

Mukusalas Str. 71

Riga, Latvia

Tel.: (+371) 67633734

E-mail: [info@rigaplaza.lv](mailto:info@rigaplaza.lv)

[www.rigaplaza.lv](http://www.rigaplaza.lv)

## EXHIBITION

- You will set up your stand on April 8<sup>th</sup>.
- The exhibition is open to public.



CONTRIBUTION FOR YOUR FUTURE

- If you choose to have valuable equipment e.g. PCs at your stand, please be aware that you will be fully responsible for their safety. These items are not covered by the insurance provided by JA-YE Latvia. We strongly recommend that any valuable equipment is kept with you at all times.
- Participants will be provided with a room for luggage and other items to keep at the trade fair itself.
- The time set for dismantling the stand is 17:30 – 18:30 all of stuff should be taken off.

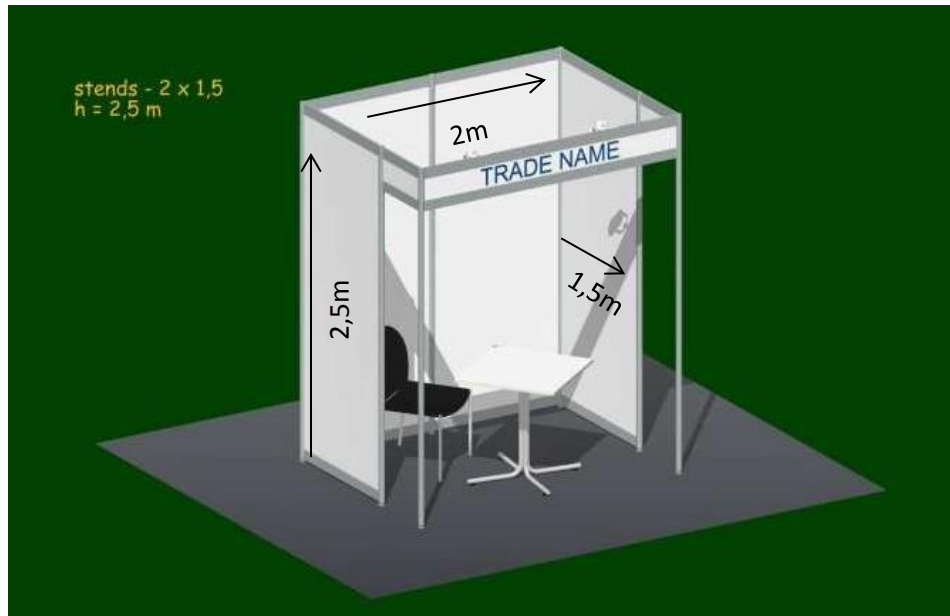
#### Stand Specification

Stands will be provided to all student companies during the exhibition at the [Fashion and Entertainment Centre Riga Plaza](#) on April 8<sup>th</sup>

#### The stand has the following dimensions:

- Each Enterprise will have walls of 2 by 1.5 meters including table (0.70 x 0.70 meters). If there is no necessity for a table it could be removed, if previously requested (**till March 17<sup>th</sup>**).
- Stand's heading (TRADE NAME) consists of stand number, Company's name and country.
- Each stand will be provided with 1 corpus and electricity. Students must bring their own extension cords if desired.
- Students can use (and should bring with them): Velcro-tape and other fastening and hanging materials.
- **It is not permitted to draw on the walls and floor, to use nails or screws and all stands should be cleaned after use. You may use Blu-tack to place your posters etc.**
- Broken facilities must be replaced on costs of the mini-company presenting at the stand.

#### PICTURE of the stand



#### COMPANY ADVERTISEMENT

Each company have to prepare **video advertisement** for own company.

Please submit a video following next specification:

- Video length max 1 min
- Must include:
  - National identity
  - Name of the company
  - Short team and company description (max 20 sec if 1 min long video)
  - Product/ services description
  - Originality and some humor
- Video Format: MPEG-4 (.mp4)
- Compression: H.26
- Resolution: at least 640x360 (16:9) or 480x360 (4:3) recommended
- Frames per second: 30
- Maximum file size: 20 MB

Video also can be uploaded in [youtube.com](http://youtube.com) and link location has to be shown in [Video and logo upload](#) *additional information* field.

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## AWARDS

- ✓ Best Trade Fair display stand
- ✓ Most innovative product
- ✓ Socially responsible product
- ✓ Best sales / marketing techniques.
- ✓ The best advertisement
- ✓ The Best Company of International Student Company festival 2014

To evaluate all nominations we will organize INTERVIEW WITH THE PANEL OF JUDGES by the Stands.

This is a very important aspect of the competition since the judges have opportunity to ask any questions regarding the Company. Judges are likely to probe Company members on their understanding of how and why the Company performed as it did and what general lessons they are able to draw from this, and how these lessons might be applied in a new business context. Company members without their Advisers or Link Teachers will be questioned by the panel of judges for a maximum of 10 minutes.

### Key Points Assessed by Judges

- ✓ Development of personal skills
- ✓ Team spirit
- ✓ Knowledge and understanding of how businesses function
- ✓ Ability to apply lessons learnt to new situations
- ✓ Stand evaluation
- ✓ Product or service evaluation.

## OTHER USEFUL INFORMATION:

- No students outside the program are allowed to travel to Latvia unless supervised.
- They will not be allowed to join in the activities and Junior Achievement – Young Enterprise Latvia will not (in any way) be responsible for these delegates.
- We want you to have a great time during your stay in Latvia, and proper behavior is expected at all times.
- Please show respect for people and property.

### Dress Code:

- During advertisements and interview at the stand and with the jury, students should wear either business dress or a company clothing.
- Dress code for Awards ceremony is **Smart casual**.

### Weather

Average temperature in Latvia in the beginning of April is around 7 degrees Celsius, but it can also be warmer. The forecasted weather on April is partially clouded so please bring appropriate clothes.

### Credit Cards

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

### Currency

From year of 2014 January 1<sup>st</sup> money currency in Latvia is Euro.

### Emergency Numbers

Number of all emergency services in Latvia is 112.

JA-YE Latvia Staff telephone numbers will be issued with welcome packs on arrival.

Latvian country code is: +371

## CONTACT PERSONS FROM JUNIOR ACHIEVEMENT- YOUNG ENTERPRISE LATVIA

- **Danuta Jasmane**, Project Manager  
Office: +371 67339656  
Mobile: +371 29103079  
E-mail: [danuta@jal.lv](mailto:danuta@jal.lv)
- **Inga Golubeva**, Office Manager  
Office: +371 67339656  
Mobile: +371 27500366  
E-mail: [inga.golubeva@jal.lv](mailto:inga.golubeva@jal.lv)



CONTRIBUTION FOR YOUR FUTURE