

中国国际贸易学会

Letter of Invitation

Dear Sir or Madam,

You are cordially invited to participate in the 6th China International Conference for Foreign Labor Service Cooperation!

The Conference will be held in Beijing during Dec. 17—19, 2011. Fees for accommodation, meals, conference participation, documents, booths and activities, to be incurred during the conference, will be borne by the Organizing Committee; and only return tickets will be borne by the participating companies.

The Conference is sponsored by China Association of International Trade (CAIT) under China's Ministry of Commerce (MOFCOM). The Conference aims at providing qualified job hunters and laborers for various companies, enterprises, firms and institutions in many countries and regions, as well as a reliable communication and cooperation platform for human resources input/output services in China and overseas, so as to settle the status quo of certain labor resources lack in some countries. During the conference, there will be a valuable access and opportunity for you to get acquainted with and find potential partners among the government officers, industry experts, prominent businessmen, companies managers, as well as many other influential conference participants.

The Conference will invite the human resources service companies, employment agencies, recruitment agencies, immigration agencies, famous job-hunting websites, job intermediates, some associations, institutions, organizations, employers and other units from Asian countries, European countries, Arab States, African countries, Canada, USA, Australia, New Zealand, Hong Kong and Macao, etc. There are 110 companies from Mainland China in our conference, including foreign labor providers and overseas employment providers approved by China's Ministry of Commerce, professional/polytechnic schools or colleges, local human resources administrative departments, human resources service companies, labor dispatch institutions and other labor providers. The Chinese and foreign participants will discuss together on possible labor force cooperation. The Committee will also invite the state and local government leaders to attend this conference so as to provide related solutions for the issues on policies and regulations. You can share business opportunities worldwide in the conference.

The Committee will arrange a schedule for you to visit the Temple of Heaven, when you will enter the Chinese ancient architectural complex.

We are looking forward to meeting you in the 6th China International Conference for Foreign Labor Service Cooperation, and wish you enjoy a perfect

journey in charming Beijing and obtain satisfactory cooperation! During the Conference, the Sponsor will bear all your participating fees except flight. Please contact us as soon as possible if you are interested in this Conference.

Very sincerely yours,



China Association of International Trade

September 9th, 2011



Agenda for the Conference

Saturday, December, 17, 2011 Tiantan Hotel, Beijing, China	
8:30 am to 20:00 pm	Registration — Register for related conference documents --- in the Lobby on F1
18:30 pm	Welcome Dinner --- in the Chinese Restaurant on F1
Sunday, December, 18, 2011 Tiantan Hotel, Beijing, China	
6:30 am to 8:00 am	Buffet Breakfast --- in the Rainbow Restaurant on F1
8:10 am to 8:30 am	Opening speech and Welcome — President of CAIT / Chinese Officials --- in the Tiantan Hall on F4
8:30 am to 12:00 am	Speeches — Introduction of the foreign companies, 10~20 minutes for each --- in the Tiantan Hall on F4
12:00 am to 13:30 pm	Buffet Lunch --- in the Rainbow Restaurant on F1
13:30 pm to 18:00 pm	Discussion and Cooperation — all participants both from home and abroad will discuss about potential cooperation. The Organizing Committee will arrange a small-sized booth (around 3 square meters, including one table and two chairs) for each company ; you can carry your company profiles, employing requirements or other cooperative project information to be present --- in the Tiantan Hall on F4
18:30 pm	Buffet Dinner --- in the Rainbow Restaurant on F1
Monday morning, Dec., 19, 2011 Tiantan Hotel, Beijing, China	
6:30 am to 8:00 am	Buffet Breakfast ---in the Rainbow Restaurant on F1
8:10 am to 12:00 am	Discussion and Cooperation — go on doing for the Chinese and Foreign participants --- in the Tiantan Hall on F4
12:00 am to 13:30 pm	Lunch --- in the Rainbow Restaurant on F1
Monday afternoon, Dec., 19, 2011 The Temple of Heaven, Beijing, China	
13:30 pm	Gather in the Lobby in the hotel, and then leave for the Temple of Heaven .
13:30 pm to 17:30 pm	Sightseeing in the Temple of Heaven (http://www.tiantanpark.com) .
18:00 pm	Dinner and Back to the hotel, all conference activities end up. All can go back to your own countries next day.

Registration Form 报名回执表

Company Name 单位名称	In English:				
	In native language:				
Company Address 单位地址	In native language:				
Website/ 网址				P.C./邮编	
Tel/电话			Fax/传真		
Participating representative (Each Company can assign one or two persons to attend the conference) 参会代表信息 (可派一人或两人参会)	Name/姓名	Gender/性别	Position/职务	Mobile/手机	E-mail/电子邮件
	1				
	2				
Arrangements 会议安排	<p>The conference is scheduled in Tiantan Hotel (a four-star hotel), No.1, Tiyyuguan Road, Beijing, P.R.C. 100061; http://www.tiantanhotel.com. 会议在天坛饭店(五星级)举行,北京市体育馆路1号, http://www.tiantanhotel.com.</p> <p>3 days Fees for accommodation and catering (Dec. 17—19, 2011) will be borne by our Organizing Committee. The conference meals are served from Dec. 17 to 19. 会议期间的住宿费(2011年12月17、18、19日三天)和餐费由组委会负担。</p>				
Introduction of Cooperative Information 单位介绍和合作信息	<p>Please send an e-mail to the Organizing Committee within five days upon registration, with the information of the Company profiles, the demanded work types, employing requirements, work duration and remunerations, projects information, etc. 请于报名后五个工作日内将公司简介、业务范围、对华劳工需求、项目信息等详细情况发电子邮件给组委会。</p>				
Flight Booked 预定航班班次		Whether you need a pick up service 是否需要接机		Arrival Time 到达时间	The flight will arrive in Beijing Capital International Airport at _____(time) on Dec _____(day),2011
Remarks / 备注 :					
<p>1. Thanks for your registration ASAP. Please send your registration before Dec. 1st, 2011. 如果您尽早报名,我们会非常感谢。报名截止到2011年12月1日。</p> <p>2. Please register as soon as possible once making a decision, so as to allow the Organizing Committee to arrange such issues as accommodation, meals and booths. Please send your reply to confirm your participation by e-mail or fax. 如确定参会,请及早报名,发电子邮件或传真给我们,以便组委会安排住宿、餐饮和展位等事宜。</p> <p>3. Once registered, please immediately send a bareheaded and full-faced photo of the participating representative by e-mail to the Organizing Committee so as to prepare the representative certificate. 报名后请即将参会代表的照片发电子邮件给组委会,以便制作代表证。</p> <p>4. The Committee will arrange the personnel to pick you up in the Beijing Airport. If necessary, please inform us of your specific flight, arrival time and other information once you have booked travel tickets. 组委会将安排到北京机场接机,如果您需要,请定好机票后将具体航班号、到达时间等机票信息及时通知我们。</p> <p>5. The Sponsor is responsible for accommodation, documents, booths and activities fees; that for return tickets will be borne by the participants. 国外参会单位在会议期间的相关费用由组委会负担,往返机票由参会单位自行负责。</p> <p>6. If you need the visa invitation from us, please inform us in advance by e-mail. 如果您需要组委会通过中国驻外使馆发签证邀请,请提前发电子邮件通知我们,以便我们及早办理。</p>					
				参会单位签字盖章 Signature and stamp by the participant _____ (MM) _____ (DD), 2011	

Contact person of Organizing Committee: Mr. Wan Chunjin (宛春金) **Mobile:** +86-1369-1010-001
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Web of MOFCOM: <http://www.mofcom.gov.cn> **Sub-web of CAIT:** <http://gmxh.mofcom.gov.cn>