

Support for attending trade exhibitions

The BOBL project has been able to provide support for some of the costs of attending trade fairs in the UK and Europe. There is a limited amount of funding remaining under this heading and businesses who wish to attend or visit a trade fair to assess the potential for their business to develop suppliers or markets are welcome to apply for financial support.

Conditions

- The Welsh Government provides support for attending some events and where this is available then the BOBL project may be unable to provide additional support.
- Participation must have been agreed beforehand and all travel must be completed by **2 December 2013**. A claim with receipts must be submitted by **16 December 2013**.
- On submission of a claim the project will pay for all reasonable travel costs for up to two people including:
 - Travel to and from the event including bus, rail and flight tickets.
 - Up to two nights accommodation
 - Subsistence
- Costs will be limited by the Aberystwyth University travel and subsistence guidelines. For more information visit the link below or contact Dafydd Owen on 01970 622298 for a hard copy. All travel will be re-imbursed at economy class rates. <http://www.aber.ac.uk/en/finance-office/information-for-staff/travel/>
- For UK travel per person, the first £75 will be paid by the business, for foreign travel the first £200 will be paid by the business. The maximum claim paid will be £300 per person travelling.
- Businesses and individuals who are attending an event for the first time will be given priority.

Application process

An application form is presented below, please email odo@aber.ac.uk if you would like a Word version. Please complete and return the application to odo@aber.ac.uk as soon as possible or fax it back to 01970 622238.





Application form

Please provide the information below:

Name of business:

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Contact details:

Name: Role:

Phone: Mobile:

Email:

Event being attended

Title: Town / city:

Dates: Website:

Person(s) who will be travelling:

Name: Role:

Phone: Mobile:

Email:

1.1 Estimated cost of travel

£

What do you hope to gain from the visit?

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Please call Dafydd Owen on 01970 622953 with any queries.