** PRE OR POST-CONFERENCE CAMPUS TOURS AND EVENTS**

To have your tour or event listed on the APAIE 2025 website, please complete the following. The completed document will be made available via the “Extend your stay!” webpage which is publicly accessible. The information you provide will be checked by APAIE before including your tour/event on the website to ensure it complements the APAIE 2025 event.

Please send your logo or other graphic to be included with your listing.

**Please send the completed form to:** **info@APAIEconference.net****.**

Please complete as applicable to your campus tour / event:

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| Tour / Event Name: |  |
| Day, Date: | *(To avoid clashing with the APAIE 2025 program, your tour/event should not be over 24-27 March. Campus tours are usually held on the post-conference day, 28 March.)* |
| Time (from, to): |  |
| Open to: | *(Include details of who is eligible to participate in your tour/event. Is it open to all? APAIE delegates only? A specific group? Note if it is by invitation-only, it will not be included on the website.)* |
| Cost: | *(If free, state “No charge”. If there are any fees/charges, please list these.)* |
| Tour departure location and time: | *(This is where delegates are to get themselves for the start of a tour. If not a tour, state the event location and start time.)* |
| Travel by: | *(Will you be providing transport, or will you be travelling with delegates by public transport?)* |
| Travel time: | *(Length of journey from departure point to destination.)* |
| Summary of tour / Event: | *(Please include a brief itinerary/outline. If you have all details on a webpage, include the url)* |
| Meals/snacks provided: | *(Please indicate whether catering will be provided or if delegates are to purchase themselves)* |
| Tour concludes at: | *(Time and location.)* |
| Transport back: | *(Is transport back to the starting/pick-up point included? Also, about how long will it take to get back?)* |
| Participant numbers: | *(Include a max number or a range that is best suited for this tour/event. Also state if there is a minimum required for this tour/event to run. If the max is met, will you have a waitlist?)* |
| How to book and deadline: | *(Consider taking bookings during conference days – can they book at your booth, if you are exhibiting? Do they book by emailing the contact? Or via your tour / event webpage? Or is there an online form to complete? Provide links.)* |
| Host contact for queries: | *(Name, email, phone number. )* |
| Location: | *(Please include a map of where your tour/event takes place, so delegates have a clear idea of where it is, particularly in relation to the APAIE venue, airport, Aerocity, central Delhi. Can include below this table to maximise the map size.)* |

(include map)