

outsourcing2lac

MÉXICO 2015

PARTICIPATION GUIDE OUTSOURCE2LAC-MEXICO2015 NOVEMBER 11,12 & 13, 2015

GENERAL INFORMATION	
Name:	OUTSOURCE2LAC 2015
Date:	November 11, 12 & 13, 2015
Place:	Fiesta Americana Minerva Hotel -Av. Aurelio Aceves No. 225, Vallarta Poniente, 44110 Guadalajara, JAL
Web:	www.outsource2lac.com
Sector:	ITO (Information Technologies Outsourcing) BPO (Business Process Outsourcing) KPO (Knowledge Process Outsourcing)

IN ATTENTION TO ALL INTERNATIONAL COMPANIES:

ProMexico in collaboration with Inter-American Development Bank IAD, extend to you the most cordial invitation to be part of Outsourcing2LAC 2015, where this year our country is going to be the official host in Guadalajara, Jalisco, Mexico on November 11, 12 and 13, 2015.

Outsourcing2LAC 2015 is the most popular and important forum about Outsourcing and Offshoring in the region with the purpose of exchange the last tendency in the global services through forum, plenary sessions, and business meetings with the participation of 400 national companies and 400 international companies.

Because the size of the event and the importance it represents for our country; we are honored to welcome you to our country giving the treatment and benefits that your institution deserve. Please find in the present document list of instructions and benefits for your participation during the event and the support we will give you.

BENEFITS CATALOG FOR FOREIGN PARTICIPATING COMPANIES

ACCESS DURING THE EVENT	
	Free Access to the convention center.
	Access to conferences, business space area and trade show.
	Information by promotion agencies.
	One on One business meetings.
SPECIAL	
	Access on Welcome Cocktail, first day lunch, cocktail and exclusive dinner.

SUPPORT PROVIDED BY PROMEXICO

In order to promote participation of foreign companies inside the business opportunities that our country represents; ProMéxico brings special amenities including a support for your transfer to the country.

ProMexico has a limited number of *"Travel allowance for importing companies"* (Transfer support) that should meet the guidelines set in the program and specifications on support documents: www.promexico.gob.mx/en/mx/bolsa-viaje-inversion. Therefore if you are interested in this support that ProMexico provide to the international buyer, please put in contact with ProMexico's office according your area: <http://www.promexico.gob.mx/>

MAXIMUM AMOUNT OF SUPPORT BY REGION "TRAVEL ALLOWANCE"	
Region of origin	Max. Financial Support
North America	Up to \$16,000 MXN (Sixteen thousand Mexican pesos 00/100)
Latin America and the Caribbean	Up to \$24,000 MXN (Twenty four thousand Mexican pesos 00/100)
Europe	Up to \$28,000 MXN (Twenty eight thousand Mexican pesos 00/100)
Africa, Asia and Oceania	Up to \$40,000 MXN (Forty thousand Mexican pesos 00/100)

*The travel allowance support is per Company in Mexican Pesos not subject to VAT.

**Refund is scheduled for the year 2016.

PARTICIPATION REQUIREMENTS

General:

1. Being an international buyer (Foreign company interested in acquiring Mexican Outsourcing and Offshoring services)

Before the event:

1. Complete and submit the travel allowance documents that the program mention in the web page: www.promexico.gob.mx/en/mx/bolsa-viaje-inversion through the nearest representation office of ProMexico abroad: <http://www.promexico.gob.mx/>
 - Support application for foreign beneficiaries.
 - Copy of document which proofs the legal constitution of the Company in its country of origin.
*The financial support application and the importer profile will be analyzed by the event organizers in order to determine the feasibility of participation of each company.
2. Registration for the matchmaking sessions.
 - Register like buyer in the official web page: www.outsource2lac2015.com where you should fill up the company profile and the counterpart profile that you are interested. Staff and the organization commission will be in charge on finding the supply according the information that the company provide through the web page Matchmaking.
3. Confirm the flight itinerary to Guadalajara, Jalisco, Mexico within the dates of the event. It is highly recommended to arrive on November 10, 2015.
4. It is highly recommended to bring business cards, company web site and catalog.

During the event:

1. Attend OUTSOURCE2LAC activities, business meeting, conferences and events scheduled.

After the event:

1. Complete and submit the survey with the outcomes of your business trip through the nearest representation office of ProMexico abroad: <http://www.promexico.gob.mx/>
2. Start the reimbursement application through the nearest representation office of ProMexico abroad: <http://www.promexico.gob.mx/>

IMPORTANT:

In order to apply for reimbursement of financial support, the companies must submit absolutely all boarding passes used in each and every one of their flights country to Guadalajara, or if it is the case, submit all the vouchers used for ground transportation (required to arrive and return from the city hosting the event) in order to demonstrate that the person who attended event, left the country where his/her

company is located and returned to it once it was over. For more information and the specific process, please be in contacto with the nearest representation office of ProMexico abroad: <http://www.promexico.gob.mx/>

TRAVEL RECOMMENDATIONS

Dress code: Business formal.

Weather: Expected: 86° F / 27° C (High) y 61° F / 16° C (Low)

Accommodations:

HOTELS			
	Fiesta Americana (Minerva)	Holiday Inn Select	Victoria Ejecutivo
Web page	http://www.fiestamericana.com	http://www.holidayinn.com/hotels/us/es/guadalajara/gdlhi/hoteldetail	www.victoriaejecutivo.com.mx
Contact	Ventas1fagd@posadas.com	ajeventas6@holaguadalajara.com.mx	reservaciones@victoriaejecutivo.com.mx
Code	O2LAC	O2LAC	O2LAC
Rate	\$1,000 MXN	\$990 MXN	\$980 MXN

CANCELLATION POLICIES

The Mexican company may cancel its participation up to 30 days before the event (October 12 2015), after this date no refund will be made.

If the event is canceled for reasons beyond ProMexico, the institution will not be responsible for covering any expenses resulting from the participation in the event or related.

CONTACT INFORMATION

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