



RC 984911

TRAINING GUIDELINES

A GLOBAL INSIGHT ON SUCCESSFUL EXISTING (REPLICABLE) INTERNAL REVENUE GENERATION OPTIONS THROUGH PRO-ENTREPRENEURSHIP PRACTICES FOR NIGERIAN UNIVERSITIES (INFORMAL MOU)

The commitment of Ara-rocks Ltd and the A.D King Foundation Inc. USA in partnership with various international institutions/government/private corporations etc to train University personnel is in accordance with the terms and conditions under which the programme will be executed as enumerated in signed Memorandum of Understanding (MOU).

Theme: **“Practical Entrepreneurship Tutorship/Practice Training for Nigerian Universities”**

Batch 1 Date: April 27th - May 2nd, 2015 (Postponed to Batch 2 scheduled date)

Batch 2 Date: May 18th - 23rd, 2015

Batch 3 Date: June 15th - 20th, 2015

Batch 4 Date: June 28th - July 4th, 2015

or July 19th - July 25th, 2015

PLEASE NOTE: Conference dates are subject to change in adherence to action plan as stated below.

Accordingly, the following conditions are applicable to participants in the programme:

1) **Payments:** All participating Universities are expected to make full payments for the course to NUC at least 12-8 weeks before the commencement of the 1st tranche of the program for onward remittance to A.D King Foundation Inc. USA through Ararocks Ltd (A.D King's African partners). All participants must bring original and photo copies of payment slip to the conference venue as proof of payment to the NUC.



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2) **Transportation:** all forms of transportation within Nigeria as well as Air tickets to and from the United States shall be provided by the participating institutions. However, in addition to airport pick up and drop off, the A.D King Foundation Inc. USA will make local transportation available within the USA to and fro hotel, from various venues, sites and institutions that will be visited as part of the events in the course of the Programme.

3) **Feeding and Accommodation:**

Scheduled hotels;

- a. Westin, Atlanta Airport, 4736 Best Rd, Atlanta GA 30337
- b. Hilton Garden Inn, Atlanta Airport/Millennium Center, 2301 Sullivan Rd, Atlanta GA 30337
- c. Crowne Plaza, Atlanta Airport, 1325 Virginia Avenue, Atlanta GA 30337

The above locations are subject to availability. Subsidized rates are only available with partner hotels. Payment will be on arrival. All personal online payments are not covered under the subsidy arrangements.

Arrangements have been made by A.D King Foundation Inc. USA for group discounts to participants who choose to lodge at the 5-star Westin Hotel, located at 4736 Best Rd, Atlanta, Georgia, United States, alongside the other suggested hotels from the above listed. Breakfast is free at the hotel, covered under the discount rates. This discounted arrangement does not cover other hotels chosen by participants. Light refreshments (brunch) will be provided at the venues of the trainings about noon while full lunch will be provided in the afternoon at a cost to be borne by the A.D King Foundation Inc. USA. Participants will be responsible for their discounted hotel accommodation fee, dinner, and any other refreshment/meal or movement personally required outside this arrangement except in legitimate emergency cases.



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DELIVERABLES: On the part of Ara-rocks and the A.D King Foundation Inc, we affirm our commitment to ensuring that the deliverables are of high quality and in line with NUC's stated expectation for this programme.

The Key deliverables for the programme will include:

1. Relevance of various aspects of the programme to the proposed outcome; engaging highly qualified instructors, exemplary mentorship institutions, bespoke conference materials and soft copy materials.
2. Quality of Accommodation (4-5star)
3. Quality of Feeding (4-5star)
4. Facilitators who are accomplished practitioners in their fields
5. Logistics (including Transportation, Time and Crowd management etc)
6. Provision of a measurable feedback mechanism
7. Institution of a monitoring system to ensure that the benefits of the programme are birthed in various participating institutions
8. The provision of visible linkage relationships with partner institutions/organizations in the US to ensure transfer of skill and knowledge to Nigerian partner Universities.

PRE-INTERVIEW BRIEFING (participants)

Ararocks would arrange group briefing dealing with inquiries on supporting documents, briefing on event batches, training areas, issues at point of entry/border patrol, customs and general FAQ.

SPECIAL GROUP INTERVIEW (participants without Visas)

Ararocks Ltd will arrange for special expedited group visa interviews for paid participants without visas, to avoid scheduled/target date issues.



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NOTE: Invitation letters will be issued only to who have made full payments and visas can in no way be guaranteed by A.D King Foundation Inc. USA or its partners as visas are solely the responsibility of the US embassy and consular.

VENUE:

Major conference events and interactive/plenary sessions hold at star Westin Hotel, located at 4736 Best Rd, Atlanta, Georgia, United States. However, other hotels have been suggested for convenience. See the above listed scheduled hotels. The hotel's location near the Atlanta airport and a free, 24-hour shuttle ensure stress-free travel, while conveniences like free Wi-Fi access, a Business Centre provide the perks guests want.

Taxi, Shuttle and Public transportation are available from the hotel.

PRE-DEPARTURE BRIEFING:

A Pre-Departure briefing session will be held for all delegates to provide information that will help them when they arrive in the United State. Useful information about health and safety would also be disseminated during this briefing session.

AIRPORT PICK UP:

Delegates would be met on arrival at Atlanta Airport by our volunteers, who'll receive them and lead them to the hotel, helping them with check-in and settling in.

All delegates arriving in groups or individually are required to forward to us their flight information, to enable us meet them on arrival. However, delegates can arrive the US at any time; the above is only relevant to participants arriving a day or 2 (maximum) before the event.

Taxi, Shuttle and Public transportation are available from the hotel.



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PARTICIPATION COST:

Cost covers Administrative Registration Charge, Programs Fee, Site Tours, Airport Pickup and Drop Off, Local Transportation in Atlanta, Conference Materials, Subsidized grand style Accommodation/breakfast, brunch and lunch.

The charged fee covers all expenses from arrival at Atlanta till the finish date, per batch stated above, but does not in any way reflect our actual cost to deliver this program as cost are subsidized, being underwritten with contributions from international donor partners.

PLEASE NOTE: A.D King Foundation Inc. USA and its partners owes no obligation whatsoever to participants traveling before or after the event for personal visits, neither is it liable to delegates entering the US through other US states point of entry (except enroute host state of conference) on account of the above under the guise that the training is the priority for travel. Giving to present security concerns and US government laws on immigrant visas detected failure consequences are therefore binding on all parties especially US entities.

All payments are non refundable at this point as A.D King Foundation Inc. USA IS OBLIGED TO PAY TO INVOLVED/PARTNERING INSTITUTIONS COMMITTED TO THE SUCCESS OF THE TRAINING, spanning all of 4 batches.

We look forward to hosting you in Atlanta GA, USA.

DELEGATION SECRETARIAT

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