



# AJWELP

ASEAN-Japan  
Women Entrepreneurs'  
Linkage Program

## Guideline on participants

AJWELP is a program to empower ASEAN start-up women entrepreneurs by linking with companies, mentors, and women entrepreneurs from ASEAN and Japan and is originally designed for those started their businesses only after December 2012.

The country representing participants are selected by the nominees, however, AJWELP welcomes participants on self-financed basis who are interested to meet other entrepreneurs from ASEAN and Japan to exchange ideas, experiences, and values.

### **AJWELP participants are eligible to join following programs at free of charge:**

- Workshop on entrepreneurship and presentation skills (1.5 days)
- Self-producing workshop (half day / optional)
- Luncheon with mentors
- Business presentation event
- Networking reception
- Company visit (one day / optional)

In addition, if she is also a start-up entrepreneur with business less than 5 years (started her business after December 2012), she will have an opportunity to introduce, promote her business by showing her 1-minute PR video\*. The video will be shown during coffee break or other occasion during the program on December 5.

\*The video should be prepared by herself and sent to the secretariat by due date.

### **Expenses paid by participants**

Travel expenses and other costs should be paid by each participants, including the airfare, lodging, local transportations, meals, travel insurance and so on.

The secretariat will assist booking your accommodation if you are staying at Le Meridien Jakarta, the AJWELP venue, at special discounted rate.

Special rate at Le Meridian Jakarta IDR1,300,000.-/night (incl. tax and service charges, 4

pcs laundry everyday, and breakfast for up to 2 persons)

- Above rate is available only by booking through the AJWELP secretariat.
- The request for the hotel reservation must be made when submitting the application.
- Free cancellation up to November 25. 100% cancellation fee will be charged if cancellation made after it.
- Accommodation fee must be settled by each participant, upon check-out.
- No extended stay available before Dec. 2 and after Dec. 6 at this rate.

#### **Itinerary of participants;**

Dec. 2 (Sat.)		Arrive at Jakarta
Dec. 3 (Sun.)	Full day	Orientation Workshop on to be a right entrepreneur by UNCTAD International Master Trainers
Dec. 4 (Mon.)	a.m.	Workshop on improving your presentation skills by UNCTAD International Master Trainers
	p.m.	Free
Dec. 5 (Tue.)	a.m.	Workshop on self-producing (attitude, grooming, etc.) (optional) *If you are not interested in, you can skip this workshop and have your free program
	noon	Lunch with AJWELP Mentors
	p.m.	Business Presentation Event *You will be an audience of presentation made by country representing participants
	evening	Networking Reception *We will invite ASEAN Secretariat, Government Officials of each ASEAN Member States and relevant agencies.
Dec. 6 (Wed.)	Full day	Company visit (optional) * We will visit a successful start-up company, and government related SME facility and others. *Light lunch will be provided by organizer. *You cannot skip the program on the halfway once you join.
Dec. 7 (Thu.)		Leave Jakarta

**Application process:**

Please fill up and send the attached application form by Nov. 12, 2017.

Tentatively, the organizer limits the self-funded participants up to 5 persons per country first come first served basis, however those who applied to country representing participant selection but not chosen as that has the priority. If a country's capacity become full and other country have vacancy, we may have more than 5 persons from one country. We will coordinate the number of participants of each country after we close the application.

**Condition of participation:**

- She is requested to submit the consent form.

Inquiries

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