



# Trade Mission to Czech Republic & Poland

## Frequently Asked Questions



# FAQ



**Q: What are the objectives of this trade mission?**

**A:** The objective for this trip is to arrange and conduct quality meetings between you, our VEDP client, and potential sales partners (agents, representatives, or distributors) and/or customers in the Czech Republic and Poland. Our ultimate goal is for these meetings to help you generate new sales for your company to customers in the Czech Republic and Poland and to provide you with market intelligence only attainable by an in-country visit.

**Q: What are the dates?**

**A:** The dates of the trade mission are: **May 22 – 26, 2017**  
The deadline to register is **March 24, 2017**

**Q: What cities will be visited?**

**A:** We will visit Prague, Czech Republic and Warsaw, Poland. However, other cities in the region may be more appropriate depending on your particular needs. Our consultants will ensure that your meetings are scheduled with the best contacts, regardless of their location. We will keep you apprised as your itinerary develops and suggest travel and logistics options if your itinerary takes you outside of Prague and Warsaw.

**Q: What is the schedule?**

**A:** The schedule is planned as follows, and is subject to change:

DATE	DAY	ACTIVITY
<b>March 24</b>	<b>Friday</b>	<b>Last day for registration</b>
<b>May 20 &amp; 21</b>	Saturday & Sunday	All Virginia companies to arrive in Prague, Czech Republic Group dinner on Sunday, May 21
<b>May 22</b>	Monday	Individual Meetings in Prague
<b>May 23</b>	Tuesday	(am) Individual Meetings in Prague (pm) Evening flight to Warsaw, Poland
<b>May 24</b>	Wednesday	Individual Meetings in Warsaw
<b>May 25</b>	Thursday	Individual Meetings in Warsaw
<b>May 26</b>	Friday	Individual Meetings in Warsaw
<b>May 27</b>	Saturday	Return from Warsaw to Virginia

**Q: How many Virginia companies will participate?**

**A:** The registration process is ongoing. Based on past trade missions, we expect 4 - 6 Virginia companies to participate.



**Q: What is the cost for my company to participate?**

**A:** You must pay the trade mission participation fee of \$2,500 to the VEDP at the time of registration. The participation fee includes the following:

- » Identifying, contacting and pre-qualifying local distributors, reps and/or partners for your meetings
- » Briefing on “Doing Business in the Czech Republic and Poland”
- » One attendee from your company

Additional **estimated** costs you will incur include (*but are not limited to*):

\$1,700	Airfare from Virginia to Czech Republic to Poland and return to Virginia
\$1,200	Hotels in both cities (6-7 nights)
\$400	Meals
\$350	Airport transfers, taxis, public transportation & other miscellaneous items

**Q: How are the meetings organized?**

**A:** The VEDP has engaged the services of EasyLink Business Services, a highly qualified consulting firm, to identify, screen, and arrange meetings with potential partners for each of our trade mission delegates. EasyLink Business Services was selected through a competitive bidding process and has demonstrated extraordinary expertise, enthusiasm and commitment to the work of introducing Virginia companies to the Czech and Polish markets. EasyLink Business Services has supported VEDP’s trade missions to the Czech Republic and Poland for the last 5 years and has served as our market research partner in Central and Eastern Europe. If you would like to learn more about EasyLink Business Services, please review their website: [www.easylink.cz](http://www.easylink.cz)

In most cases, you will be traveling independently to the locations of the local companies with which you are meeting. Because most appointments will be held at the companies’ locations, travel and other logistics may prevent each delegate from having a minimum of 3-4 meetings each day of the trade mission.

**Q: How will I get to my meetings?**

**A:** In most cases, trade mission participants will be traveling independently to the locations of the Czech and Polish companies for their meetings. The consultants will include detailed instructions for each delegate on how to get from one appointment to the next, as well as expected travel times. When appropriate and requested by the Czech and Polish companies, meetings may be held at the hotel where the trade mission participants will be staying.

**Q: Will I need an interpreter?**

**A:** Czech and Polish company representatives at the managerial level often speak English. However, if there are exceptions, interpreters will be provided by VEDP.

**Q: How are airline and hotel reservations handled?**

**A: Airline tickets:** You book (and pay for) your own airline ticket via local travel agent or online air travel website. The airport code for Prague's Vaclav Havel Airport is PRG; the airport code for Warsaw's Chopin Airport is WAW. If you do not have a travel agent, the Trade Mission Leader can recommend one for you.

**Hotels:** VEDP will select a hotel and, if possible, arrange for a block of hotel rooms. We will all stay in the same hotel in each city. Participants may be responsible for making their own hotel reservations using a group code provided by the Trade Mission Leader. You will pay all hotel room charges directly to the hotel.

Participants should plan the following as they organize their personal transportation:

- » Arrive in Prague on May 20 (recommended) or May 21
- » Depart Warsaw on May 27
- » Purchase airline ticket from Prague to Warsaw on May 23 (pm flight)

**Q: How can I verify that the Czech Republic and Poland are good markets for my company before we register for the trade mission?**

**A:** Contact your **local International Trade Manager** or the **Trade Mission Leader** (see bottom of last page) **immediately!** We only want you to make the trip if we think there is good market potential in the Czech Republic and Poland for your company. We can perform exploratory market research within a short period of time to verify market potential for you. The more time you give us, the better job we can do!

**Q: What are the entry requirements for the Czech Republic and Poland? Will I need a passport or visa?**

**A:** The Czech Republic and Poland are party to the Schengen Agreement. For individuals traveling with a U.S. passport, a visa is not required for stays up to 90 days for business purposes.

Though a visa is not required, you must:

- » Hold a passport valid for at least 6 months beyond your date of country exit.
- » Hold proof of return flights and sufficient funds relative to length of stay
- » Ensure that you obtain a stamp in your passport upon initial entry into a Schengen country.

**Q: How do I register to participate?**

**A:** You can register and pay the trade mission fee online. You may do this visiting the following page on our website: <http://exportvirginia.org/category/events/international-events/>

**For more information, contact the  
Trade Mission Leader:**

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