

**Trade Mission to Saudi Arabia March 11th-18th, 2022**

**Questionnaire**

**This confidential document constitutes a basic file whose objective is to get to know your company and your objectives for this mission. Please complete this form and return it to** [**middleeast@cc.lu**](mailto:middleeast@cc.lu) **) by 15 February at the latest.**

**After this deadline, the Luxembourg Chamber of Commerce and AWEX will no longer be able to provide all the services offered in the organization of the mission.**

**INFORMATION TO BE PUBLISHED IN THE BROCHURE**

**COMPANY DATA**

**Name**: Cliquez ici pour taper du texte

**Address** : Cliquez ici pour taper du texte

**Zip Code + City** : Ciquez ici pour taper du texte

**Tel** : Cliquez ici pour taper du texte

**GSM** : Cliquez pour taper du texte

**E-mail** : Cliquez ici pour taper du texte

**Website** : Cliquez ici pour taper du texte

**Facebook** : Cliquez ici pour taper du texte

**Twitter :** Cliquez ici pour taper du texte

**MISSION PARTICIPANT**

**Name** : Cliquez ici pour taper du texte

**Function** : Cliquez ici pour taper du texte

**Tel** : Cliquez ici pour taper du texte **GSM** : Cliquez ici pour taper du texte

**E-mail** : Cliquez ici pour taper du texte

**Thank you for sending us via e-mail your logo** (minimum resolution of 50 Ko ; formats : jpeg, bmp, tif, eps, psd, ps, ai).

**And a picture of your product in JPEG** **format**

Or :         Passport photo of participant (minimum resolution of 50 Ko ; formats : jpeg, bmp, tif, eps, psd, ps, ai)

**COMPANY BACKGROUND**

Cliquez ici pour taper du texte (400 caractères max)

**ADDED VALUE**

Cliquez ici pour taper du texte (400 caractères max)

**RANGE OF PRODUCTS**

Cliquez ici pour taper du texte (400 caractères max)

**MAIN REFERENCES**

Cliquez ici pour taper du texte (200 caractères max)

**CERTIFICATION**

Cliquez ici pour taper du texte (200 caractères max)

**INFORMATION ABOUT PARTICIPANTS**

|  |  |  |
| --- | --- | --- |
|  | **Participant 1** | **Participant 2** |
| Name |  |  |
| Function |  |  |
| GSM |  |  |
| E-mail |  |  |
| Spoken languages (for |  |  |
| B2B’s) : arabe or english |
| Passport N° |  |  |
| Date of expiration |  |  |
| Nationality |  |  |

Thank you for sending us a **passeport copy in JPEG format** as an annex to this questionnaire.

**INFORMATION TO PREPARE YOUR PROGRAMME**

1. **Activity description in 2 sentences to be used to contact potential prospects :**

**Detailed product, services or technologies description. Is there a specific area of application you are targeting for your products?**

**What are your product benefits/specifics to focus on?**

* Technical :
* Commercial:
* Price :
* Other :

**Custom code(s) :**

**References :**

**Main international competitors and their country of origin :**

**Describe in detail the distribution channels you currently use (i.e. direct sales, importers, distribution partners, joint venture or strategic partnerships) :**

1. **Objectives of your participation: (e.g. find out how the local market works, identify and meet potential importers, distributors or agents, establish a company in Saudi Arabia; etc.) ?**

Is this your first prospecting trip to Saudi Arabia? Yes No

If not, how many times and when have you been to Saudi Arabia before?

**Prospects to meet : Priorities (classify by order)**

Distributor: buys and distributes your products on the local market .....

Sales agent: sells your products for a commission but does not buy your product .....

Direct importer : e.g. retailer .....

Buying office .....

End customer .....

Manufacturer of products equivalent to yours .....

Professional Organization .....

Government agency and ministry .....

University / research centre .....

Service provider: lawyer / accountant / bank / other (please specify) .....

 Other (please specify) .....

1. **Individual meeting agenda for the mission**

**Do you need AWEX to organize your meeting schedule during the mission or will you organize your meetings yourself ?**

|  |  |  |  |
| --- | --- | --- | --- |
| Riyadh | Djeddah | Dammam |  |
|  |  |  | I ask AWEX to organize all my appointments. |
|  |  |  | I will organize all my appointments by myself. |
|  |  |  | I would like AWEX to partially organize my appointments.  => If yes, please send us your appointment schedule with your contacts by 15 February. The AWEX office in Riyadh will manage your appointment schedule in a consolidated manner. |

**Notes:**

- Some meetings organized by AWEX will take place either in a hotel or at the local Chamber of Commerce, while others will take place at the local company. In the latter case, the transport costs for these B2B meetings will be at your expense.

- If possible, a pre-programme of individual meetings will be sent to you a few days before the mission. The final version of your programme will be given to you on arrival as many appointments have to be reconfirmed at the last moment.

**4. Type and profile of local companies to be met during the mission**

- **Additional information on the profile of the prospect to be met:**

- Type of products manufactured / marketed / complementary products :

- Customer profile :

- Areas of expertise :

- Others :

- **Position of the person** **you would like to meet for each type of company**. The relevance of your information will have a direct impact on the quality of business meetings during the mission **:**

* **Topics you would like to discuss with each type of company or organization. Specific questions to ask prospects?**
* **Are there any companies you would definitely like to meet? If so, provide contact details**

Riyadh

Jeddah

Dammam

* **Are there any companies you would not like to meet? If yes, for what reasons?**

Riyadh

Jeddah

Dammam

1. **Position of your company in Saudi Arabia**

Market experience ? Results ?

|  |  |
| --- | --- |
|  | Saudi Arabia |
| Contact with AWEX |  |
| Realization of market study |  |
| Prospection actions |  |
| Visiting or exhibiting at fairs |  |
| Others : |  |

**Do you work with any companies, organizations, universities or authorities in Saudi Arabia? If so, which ones?**

**If left blank, we assume that you do not yet have any contacts in Saudi Arabia.**

**Would you like AWEX to help you arrange a meeting with your contacts during the mission?**

Yes No

1. **Complementary information about your company :**

* Year of creation :
* Effectif :
* Turnover in 2021 :
* Export turnover in 2021:
* Export turnover in Saudi Arabia in 2021 :
* Do you have subsidiaries abroad -? yes  no
  + If yes, in which countries ?

1. **Please provide us with the names and addresses of your local contacts that you would like to invite to networking events during the mission.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reception in Riyadh (Al Nakhla Resort)** | **Reception in Jeddah** | **Reception in Dammam** |
| Name |  |  |  |
| First Name |  |  |  |
| Company Name |  |  |  |
| Function |  |  |  |
| E-mail |  |  |  |
| Postal Address |  |  |  |

**LOGISTICS**

**We offer companies a very competitively priced package including flight and hotel as well as transfers between the airport and the hotel. For organisational reasons, we encourage participants to take advantage of our package and to respect the proposed flight schedule. We will not be able to provide the various transfers for companies flying on other dates or staying at other hotels. Furthermore, all the delegation's departures to the meetings will be from the hotels we have chosen. For internal flights, each company will have to make its own reservation via the website :** [**https://www.saudia.com/?sv\_lang=fr**](https://www.saudia.com/?sv_lang=fr)

**As places are limited, we invite you to make your reservation as soon as possible.**

|  |  |
| --- | --- |
| **FLIGHTS :**  **Luxembourg (LUX) – Riyadh (RUH)- 11th March 2022**  10:50 Luxembourg - 22:30 Riyadh, King Khalid International Airport with KLM  (stop in Amsterdam)  **Riyadh (RUH) – Jeddah (JED) – 15th March 2022**  17:00, Riyadh, King Khalid International Airport- 18:40 Jeddah, King Abdulaziz International Airport  Flight duration:1 h 40  **Jeddah (JED) – Dammam (DMM) – 16th March 2022**  19:00 Jeddah, King Abdulaziz International Airport – 20:55 Dammam, King Fahd International Airport  Flight duration: 1 h 55  **Dammam (DMM) – Luxembourg (LUX) – 18 mars 2022**  02h40Dammam, King Fahd International Airport – 10h20 Luxembourg with KLM  (stop in Amsterdam) | **HOTELS :**  **Riyadh :**  **Movenpick** 5\* – Single Superior Room inc. breakfast  +/- 200 € / night TTC  [Site web](https://all.accor.com/hotel/B4X1/index.fr.shtml) booking via email to: [Mohamed.askri@movenpick.com](mailto:Mohamed.askri@movenpick.com)  by mentioning **Embassy of Belgium – Trade mission**  **Jeddah :**  **Galleria** 5\* – Deluxe Single Room inc. breakfast  +/- 180 € / night TTC  [Site web](file:///C:\Users\sed\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\BFA23URI\°THE%20HOTEL%20GALLERIA%20BY%20ELAF%20DJEDDAH%205*%20(Arabie%20saoudite)%20-%20de%20€%20170%20|%20HOTELMIX) booking via email to: [akifr@elafhotels.com](mailto:akifr@elafhotels.com) & [hussainr@elafgroup.com](mailto:hussainr@elafgroup.com)  by mentioning **Embassy of Belgium – Trade mission**  **Dammam :**  **Sofitel** 5\* - Superior Room city view **or** Luxury room Sea view inc. Breakfast  155 € / night TTC or 185 € / night TTC  [Site web](file:///C:\Users\sed\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\BFA23URI\Luxury%20Hotel%20in%20AL%20KHOBAR%20-%20Sofitel%20Al%20Khobar%20the%20Corniche%20-%20ALL%20(accor.com)) booking via email to: [Najla.ALABBADI@sofitel.com](mailto:Najla.ALABBADI@sofitel.com)  by mentioning **Embassy of Belgium – Trade mission**  **In total, for a week of economic mission, the package flights + hotel nights amounts to approximately 2180 € or 2210 € (if Luxury Room Sea view in Dammam)** |

**Formalities related to health rules:**

From February 1st 2022, it will be mandatory to have obtained a **booster** of one of the vaccines approved in Saudi Arabia to enter the territory.

These vaccines are:

- Pfizer or Moderna (3 doses in total)

- Astrazeneca (3 doses in total)

- Johnson & Johnson (2 doses in total)

In addition, wearing a mask is also mandatory (preferably FFP2 masks) indoors and outdoors as well as social distancing rules and any measures to limit the spread of the virus. Since the rules are likely to change between now and the mission, new information on the health rules will be communicated to you before your departure.

Further information can be found on: <https://www.visitsaudi.com/en/covid-19-information-page>

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Participant 1** | **Participant 2** |
| Name / First Name : | |  |  |
| Flights | LUX-RUH 11/03 | □ YES □ NO | □ YES □ NO |
| RUH- JED 15/03 | □ YES □ NO | □ YES □ NO |
| JED-DMM 16/03 | □ YES □ NO | □ YES □ NO |
| JED-LUX 18/03 | □ YES □ NO | □ YES □ NO |
| I will take other flights. Here are the details: | |  |  |
| I will book a room at the Hotel **Movenpick in Riyadh** from March 12th-15th | | □ YES □ NO | □ YES □ NO |
| I will book a room at the Hotel **Galleria in Jeddah** from March 15th -16th | | □ YES □ NO | □ YES □ NO |
| I will book a room at the Hotel **Sofitel in Dammam** from March 16th-18th  Superior Room city view □ **or** Luxury room Sea view □ | | □ YES □ NO | □ YES □ NO |
| I will book other hotels. Kindly indicate your choice and dates | |  |  |

**→ Please send the questionnaire to** [**middleeast@cc.lu**](mailto:middleeast@cc.lu) **accompanied by  :**

* + **A digital picture of each participant**
  + **A passport copy of each participant**
  + **Company logo**
  + **Company brochure Word or PDF format in English**

NAME OF THE PERSON WHO HAS COMPLETED THE QUESTIONNAIRE:

TITLE :

Date :