

HOUSE OF VIOLINS PETALING JAYA SDN BHD

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4th June 2015

Dear Ruben

We are hosting an International Violin Teacher Convention in Penang, Malaysia on 14th – 16th August 2015. Participating countries include China, Hong Kong, Taiwan, Philippines, Indonesia, Singapore, Thailand, Malaysia, Australia and New Zealand. It is the first such an event is being hosted in Asia Pacific region. You can visit our new website www.malaysianviolinteacherassociation.com for more details.

Set out below are the basic arrangement. When you consider this arrangement, please keep in mind that your participation in the event will undoubtedly bring enormous benefits to our region. It is also an opportunity for you to expand your interest to other countries participating in the event.

We are working on a budget. Consequently we are not in a position to offer any honorarium but will undertake to cover your cost of travelling and your stay during the event as follows:

- (1) Accommodation : Bayview Beach Resort. 4 ½ start. One double bed room;
- (2) Duration : Check-in 14th August. Check-out 16th August 2015;
- (3) Second accommodation : In the city. Check-in 16th August. Check-out 17th August 2015. This is to facilitate the conducting of violin master classes and one of the full day tour of Penang Island;
- (4) Airfare : Economy class to and from your country of residence to Penang, Malaysia;
- (5) Transportation : Transfer to and from airport to Bayview Beach Resort;
- (6) Food : All inclusive breakfast, lunch and dinner during your stay .

We undertake to promote master classes to be presented by you after the event if you so desire. In accordance to local practice, the split will be 70% to you and 30% to the organizer. The organizer will cover the cost of running the master class.

The following are the matters that you need to be aware of and address:

- (1) Visa. You need to get a visa to enter Malaysia. We will help you to get the visa but would need details of your passport;
- (2) Travel Insurance. This is included in our offer;

- (3) Contact. We need details of one of your emergency contact (eg next of kin, friends) in your country of residence;
- (4) Musical Instrument. You can bring your own or we can arrange one for you;
- (5) Presentation. You are requested to present two topics regarding violin teaching and playing method over the two day period. Each topics should not exceed 50 minutes; You must advise the topics you wish to present as early as possible for inclusion in the website and promotional materials;
- (6) Performance. A separate venue has been set aside for students and teachers performances over the two days. You are welcome to participate in these performances. Please provide details of the pieces you wish to perform as early as possible; We will provide piano accompaniment if require;

This is an opportunity for you to establish connection with musicians all over Asia Pacific region and should not be missed. If you decide to participate the event and the terms and conditions mentioned above, please signed and return a copy of this letter to me at your earliest convenience.

We look forward to your confirmation.

Kind Regards

Ngok Woon – Chairperson

Violin Teacher Association

CONFIRMATION

I,....., agreed to take part in the 2015 International Violin Convention in Penang, Malaysia and agreed to abide to the terms and conditions mentioned above.

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(signature)