



Healthcare Technology, Policy and Trade Mission Mexico City May 14-15, 2012

Application Process and Checklist

1. Fill out the Trade Mission Application.

Download and complete the Trade Mission Application. Please review the Application Instructions below for clarification on the type of information being requested. When complete, the application should be printed for an original signature and date, and then scanned back into an electronic file - preferably a .pdf version. *Note: You do not need to send payment at this time - only pages 1-2 of the application.*

2. Send us a scanned electronic copy of your signed Trade Mission Application to: Everett.Wakai@trade.gov, with cc to Alicia.Herrera@trade.gov and Teresa.Verthein@trade.gov

We must receive a signed copy of your application by the deadline, to be able to forward it to all members of the selection committee. If you prefer to send the application via fax, please contact us for the number and to ensure that we know to look for it.

3. Please observe the application deadline: March 9, 2012

All applications received will be reviewed by selection committees in Washington and Mexico immediately after that date. If you miss the deadline, you may miss the chance to be considered. We expect this mission to be full, so timely submission of the application is critical.

4. Next steps in the process:

Selection committees will review all applications and select the companies best suited to this mission. The selection and vetting process usually takes a few weeks, and we anticipate that all applicants will be notified by the first week of December.

If your company receives official approval for participation, you will be sent a Participation Agreement, payment information, and logistical details and assistance in making your travel reservations. We will also begin collecting company materials such as brochures, logos, and other information necessary for promotion and matchmaking.

5. Questions? Please Contact:

Alicia Herrera
Commercial Specialist
USFCS/US Embassy in Mexico City
Tel: (011-52-55) 5140-2629, direct
alicia.herrera@trade.gov

Teresa Verthein
Commercial Assistant
USFCS/US Embassy in Mexico City
Tel: (011-52-55) 5140-2652, direct
teresa.verthein@trade.gov



Application Instructions

Boxes 2-4: Participant details.

Under company address in box 3, please use the main U.S. company address. You may list an additional address in box 4 if it is different from the main U.S. address.

For company details, please provide a non-toll-free telephone number (toll-free cannot generally be accessed to call the United States from abroad). You may also list a toll-free number in addition to the main number, if you wish.

Please include your company website in box 4. If you have no website, please indicate that none is available.

Box 7: Information about your business and product lines. Space is limited, but please be as specific as possible. Below are some tips on the type of information we need to best evaluate your application.

Please specify exactly what you sell, and provide us an idea of the features and benefits of your product or service. What are your company's market advantages that distinguish it from the competition?

Who are the end-users for your company's products and services?

Box 8: What are your main objectives?

Please elaborate on your top three meeting objectives as space permits: whether you are looking to meet with policy makers, potential joint-venture partners, clients or overseas representatives, visit healthcare facilities, etc.

Box 11: U.S. content

Please be sure to read carefully, and answer the questions completely as they apply to your company. If you have any doubt or confusion about the wording, please contact us for clarification.

If you would like to opt for the additional day of pre-screened matchmaking appointments at an additional cost, please complete the matchmaking questionnaire using the link provided on the event site.

Thank you for applying!