

Checklist

Administration

- Fill in the registration form
- Send a portrait photograph of yourself (jpg, size 208 x 208 pixels)
- Apply for a multiple-entry visa for Germany (if required)
- Apply for a UK business visitor visa (if required; see application link)
- Take out third-party liability, personal accident, health and travel insurance for your stay abroad
- Make sure you are fully vaccinated against COVID 19 according to EU and UK standards
- Bring your vaccination certificate

Please send the following information to Advance (Pool) by **Friday, 26 April 2024**

- A copy of your German visa (if required for your stay)
- A copy of your UK visa (if required for your stay)
- A copy of your documents for travel, medical, liability and accident insurance

Home market presentation

- Prepare your home market presentation and send it to Advance (Pool) before **Friday, 26 April 2024**

Gallup strengths Finder

- Do the self-assessment before **Thursday, 16 May 2024**

Digitalisation and Tech Afternoon

- Please send us your preferences in the registration form by **Wednesday, 20 March 2024**

Do not forget to bring

- Your passport
- A copy of your insurance policies
- Your vaccination certificate
- Your international driver's license (if necessary)
- Technical equipment: laptop, adapters for Germany and the UK, smartphone (for the programme app)
- For leisure activities and trips: warm jacket/coat, waterproof clothing, bathing suit, comfortable and sturdy shoes
- A backpack or small suitcase (for clothes/personal items for our 2-day excursions outside of Munich), slippers for the guest house