



# Trade Mission to Libya and Algeria

*Tripoli, Libya and Algiers, Algeria*

November 4–8, 2009

## Application Process and Checklist

- 1. Fill out the Trade Mission Application. Please be sure to save your application electronically.**
  - Complete the PDF Trade Mission Application on your computer.
  - When filling out the application, please make sure you have read over the instruction sheet as to the types of information we are looking for.
  - Save the filled out PDF application to your computer using your company's name and TM application. For example: Huot Surgical TM App.pdf

- 2. E-Mail a copy of your Trade Mission Application to the project officer:**

northafricamission@mail.doc.gov

It is important that we receive the electronic copies because we must forward your application to the U.S. Embassies abroad that are hosting the Trade Mission.

*When we receive the e-mailed version of your application we will know to look out for the original hard copy. If you would like, you can include the courier name and tracking number in your e-mail.*

- 3. Send a signed original copy of the Trade Mission Application by courier (FedEx, UPS, tracked U.S. postal service mail, etc.) to:**

Lisa Huot	Tel: 202-482-2796
USFCS/US Dept of Commerce	Fax: 202-482-9000
1300 Pennsylvania Ave, NW	E-mail: northafricamission@mail.doc.gov
Suite 800 M – Mezzanine Level Atrium North	
Washington, DC 20004	

Be sure to include the room number when addressing the package. *Please send all materials via courier or United States Postal Service option for tracking packages. Please do not use regular U.S. mail.*

- 4. Please observe the application deadline.**

**The application deadline is August 1, 2009.** We will review all applications immediately after that dates. If you miss this deadline, you may miss the chance to be considered. We expect this mission to be full, so timely submission of materials is critical.

- 5. Next steps.**

Please note that we will review your application along with all applications and select the companies best suited to this mission. After this, we will let you know if you are officially approved to participate. If your application is accepted, a participation agreement, information on payment of the participation fee and logistics details will be sent to you.

*Thank you for applying!*

*—Lisa Huot, Trade Mission Project Officer*