



Deutscher Akademischer Austauschdienst
Cơ quan Trao đổi Hàn lâm Đức

March 2026

Information Sheet for “DAAD-Alumni-Events 2026 - Change by Exchange”

A. Required application documents

Your proposal should include the following:

1. Topic Selection and Expected Outcomes: Please outline the content of your planned event. Which SDG will you focus on – and which disciplines will contribute? What outcomes do you expect from the event?
2. Event Format and Target Audience: How do you intend to structure the event? Please describe your proposed approach. Who is your target audience?

Please note:

- The target audience should include a significant proportion of DAAD alumni. As a guideline, at least 50% of participants should be DAAD alumni.
 - A total number of at least 30 participants is desirable to ensure an engaging atmosphere and an effective event.
3. City and Timeframe: In which of the designated locations and at what time do you intend to organize the event?
 4. German Perspective: If applicable, how can you incorporate a German perspective into your proposed topic?
 5. Budget Estimate: Please provide a preliminary budget outlining expected costs for your event. (Please fill in the financial plan in the document provided [here](#).)
 6. Organizer/ Organizing team: Who is responsible?

Annexes (to be submitted separately, not part of the 3page proposal):

7. CVs: Your CV and the CVs of other team members.
8. German Speaker: CV of the German speaker, statement of acceptance of invitation of German speaker (email), and an explanation of why you wish to invite this speaker to your event.

B. Funding Conditions

The DAAD Hanoi provides funding of up to 3,000 EUR per event.

Eligible expenses include:

- Food and beverages
- Event materials and office supplies
- Honoraria for keynote speakers (no university staff and no DAAD-Alumi)
- Travel and accommodation for event organizer (if necessary) and keynote speakers
- Travel and accommodation (maximum two nights) for one German speaker
- Interpretation services, where required

For German speaker:

- Travel costs are reimbursed based on the actual ticket price (economy class or similar).
- DAAD Hanoi coordinates with the invited expert and pays directly to the ticket agency and hotel.

Please note:

- Funding cannot be used for participant travel or accommodation, as participants are expected to come from the local region.
- Funding cannot be used for venue rental.
- All expenditure must comply with DAAD regulations (see the rates below).

The DAAD Regional Office Hanoi will:

- Actively support the marketing and dissemination of all selected events
- Endeavour to be present during the implementation of the event

C. Maximum rates for travel and accommodation costs

1. For expert from Germany:
 - a. Travel costs: up to 1.325 Euro.

b. Accommodation: up to 80 Euro/day, max. 2 days.

2. For keynote speaker from Vietnam; or for the organizer, if necessary:

a. Travel costs: The grants below are the maximal rates and are measured according to the distances.

b. Accommodation: up to 40 Euro/day, max. 2 days per person.

In VNĐ	Hanoi	South Vietnam <i>Can Tho, An Giang,</i>	Central Vietnam <i>Hue, Da Nang, Quy Nhon</i>	North Vietnam <i>Thai Nguyen, Hai Phong</i>	North Vietnam II <i>Vinh, Thanh Hoa</i>	Ho-Chi-Minh City
Hanoi		6.000.000	4.200.000	600.000	1.000.000	6.000.000
South Vietnam <i>Can Tho, An Giang, Da Lat, Nha Trang</i>	6.000.000		3.000.000	5.000.000	3.000.000	1.000.000
Central Vietnam <i>Hue, Da Nang, Quy Nhon</i>	4.200.000	3.000.000		4.800.000	3.000.000	3.000.000
North Vietnam I <i>Thai Nguyen, Hai Phong</i>	600.000	5.000.000	4.800.000		1.000.000	6.000.000
North Vietnam II <i>Vinh, Thanh Hoa</i>	1.000.000	3.000.000	3.000.000	1.000.000		3.000.000
Ho-Chi-Minh City	6.000.000	1.000.000	3.000.000	6.000.000	3.000.000	

D. Other expenditures

The following grants are maximum amounts:

- Office supplies: up to 2 Euro/ Person
- Coffee break: up to 2 Euro/ Person/day
- Lunch: up to 15 Euro/Person

- Dinner: up to 20 Euro/Person
- Honorarium for keynote speaker: up to 100 Euro/Person

Note:

- Please convert all VND expenses into Euros.
- For any other necessary items for your event, that are not included in this sheet, please list them in the financial plan and explain their importance to your event.

E. Before the event, please note:

The DAAD-Logo must show up on all documents, posters and flyers. The logo can be found here: [Logo DAAD](#) or [Logo DAAD Vietnam](#)

F. After the event, please note:

Within two months after the event – for events in the September, October, November not later than November 20th - the attendance list with signatures, the event report, and receipts for all expenses must be submitted to DAAD Regional Office Hanoi.

Contact

For further questions or inquiries please contact Ms. Huyen at huyen@daad.de