

# ICEF Events - Agent application form



Apply online at [www.icef.com](http://www.icef.com) or complete and fax to +49 228 201 1944.

Please note that event attendance is only possible once confirmation is received by ICEF. Incomplete information will not be considered for review.

## Global Events

For educators, service providers and agents from all over the world

- ICEF Africa, Cape Town, May 15 - 17, 2019
- ICEF Higher Education, Helsinki, Sept 20 - 22, 2019
- ICEF Berlin, Nov 3 - 5, 2019

## Destination Events

For educators and service providers from Canada/USA or Australia/New Zealand and agents focused on these study destinations

- ICEF Australia New Zealand (ANZA), Darwin, Australia, Apr 3 - 5, 2019
- ICEF Vancouver, Apr 24 - 26, 2019
- ICEF Miami, Dec 9 - 11, 2019

## Regional Events

For educators and service providers from all over the world and agents from specific countries and regions

- ICEF Latin America, Rio de Janeiro, Sept 30 - Oct 2, 2019
- ICEF Asia, Beijing, Oct 16 - 18, 2019
- ICEF Dubai, February 11 - 13, 2019
- ICEF Moscow, March 23 - 25, 2019
- ICEF Southeast Asia, Ho Chi Minh City, June 19 - 21, 2019

## Agent Roadshows

For international educators and selected agents from key markets

- ICEF Japan - Korea Agent Roadshow, Tokyo & Seoul, Feb 25 - 27, 2019  
exclusively for agents from Japan or Korea
- ICEF Mexico - Colombia Agent Roadshow, Mexico City & Bogotá, March 4 - 8, 2019  
exclusively for agents from Mexico or Colombia

## Agent Focus

For international educators and student recruitment agents from key markets

- ICEF Ukraine Focus, Almaty, March 19 - 20, 2019  
exclusively for agents from Ukraine
- ICEF Central Asia Focus, Almaty, March 28 - 29, 2019  
exclusively for agents from Central Asia

## Organisation Information

Company Name \_\_\_\_\_

### Organisation address (to be printed in event catalogue)

Street \_\_\_\_\_ Website \_\_\_\_\_

City \_\_\_\_\_ P.O. Box \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel. (incl. area code) \_\_\_\_\_ State \_\_\_\_\_

We employ the following number of staff: Full time \_\_\_\_\_ Part time \_\_\_\_\_ Year of foundation \_\_\_\_\_

Our organisation is registered in: City \_\_\_\_\_ Reg. no \_\_\_\_\_

Membership in professional education associations \_\_\_\_\_

In which other events have you participated? \_\_\_\_\_

From which countries or continents do you recruit students? \_\_\_\_\_

**Important:** In addition to sending students abroad, are you also interested in receiving students from abroad?  Yes  No

If yes, which courses do you offer at your establishment? Please give full details including subjects. \_\_\_\_\_

What promotional strategy do you use?  Fairs / Exhibitions  Direct Mailing  Newspapers / Magazines  
 Reference Guides  Radio / TV / Internet

## Education Recruitment Information

How many students has your organisation sent abroad during the last 12 months?

Language Programmes \_\_\_\_\_ Secondary Programmes \_\_\_\_\_

Vocational Programmes \_\_\_\_\_ Undergraduate Programmes (BA, BSc ...) \_\_\_\_\_

Graduate / Postgraduate Programmes: Masters (MA, MSc...) \_\_\_\_\_ MBA \_\_\_\_\_ Doctoral \_\_\_\_\_

Please give the names of at least four educational institutions to which these students were sent:

Name of institution and country	Contact Person & Position	Email	Number of students sent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

With which countries do you wish to establish educational contacts and send students to?

1st Priority \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

► Fax to: +49 228 201 1944

## Participant

Mr Ms First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Position in Organisation \_\_\_\_\_ Languages Spoken \_\_\_\_\_  
E-mail \_\_\_\_\_ Mobile \_\_\_\_\_  
(If VISA support is required) Date of birth \_\_\_\_\_ (If VISA support is required) Passport number \_\_\_\_\_

## Company Profile Text

(Please describe your main activities in relation to study abroad. Max. 150 words - to be printed in the event catalogue. Do not leave blank.)

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## Language courses

### Language / Location

Please indicate the top 3 priority countries in which you are interested in sending students to for each of the below listed language programmes, if applicable.

Arabic in: \_\_\_\_\_  
 Chinese in: \_\_\_\_\_  
 English in: \_\_\_\_\_  
 French in: \_\_\_\_\_  
 German in: \_\_\_\_\_  
 Italian in: \_\_\_\_\_  
 Japanese in: \_\_\_\_\_  
 Korean in: \_\_\_\_\_  
 Portuguese in: \_\_\_\_\_  
 Russian in: \_\_\_\_\_  
 Spanish in: \_\_\_\_\_

### Type of Language Programmes

<input type="checkbox"/> Academic preparation	<input type="checkbox"/> Group specific	<input type="checkbox"/> Short term (1 – 7 days)
<input type="checkbox"/> Activities + language	<input type="checkbox"/> Total immersion	<input type="checkbox"/> Summer programmes
<input type="checkbox"/> Au pair + language	<input type="checkbox"/> Intensive	<input type="checkbox"/> Tailor made
<input type="checkbox"/> Business / Professional purposes	<input type="checkbox"/> Junior learners	<input type="checkbox"/> Teacher training
<input type="checkbox"/> Certificate / Test preparation	<input type="checkbox"/> One-to-one	<input type="checkbox"/> Tuition in small groups
<input type="checkbox"/> E-learning / Online learning	<input type="checkbox"/> Parent & child	<input type="checkbox"/> Tuition in teacher's home
<input type="checkbox"/> General	<input type="checkbox"/> Senior learners	<input type="checkbox"/> Other: _____

## Secondary and high school programmes

Boarding school	Holiday / Sports / Summer camps	Primary / Elementary school
Foundation / Pathway	International Baccalaureate	Senior high school
Guardianship	Junior high / Middle / Intermediate school	Other: _____
High / Boarding school preparation	Military	

## Higher Education

Please indicate the type of learning environment your students are interested in:

Classroom-based learning

Online learning

Blended learning

## Higher Education Programmes

	Career / Vocational Certificate/Diploma		Undergraduate Degree/Bachelor		Graduate / Postgraduate		
					Certificate/Diploma	Masters	Doctorate
Accounting / Banking / Economics / Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture / Aquaculture / Forestry / Horticulture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts / Creative / Fine / Performing / Music / Visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automotive / Aviation / Maritime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beauty / Cosmetics / Hairdressing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biology / Biotechnology / Chemistry / Mathematics / Physics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business / Management / MBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design / Fashion / Interior / Textiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earth / Environment / Geography / Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education / Teaching / Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering / Electronics / Manufacturing / Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Film / Audio / Digital Media / Photography / Television	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food / Health / Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic Design / Architecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
History / Archaeology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitality / Hotel Management / Culinary Arts / Tourism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology / Computing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Journalism / Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Languages / Linguistics / Interpreting / Translation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law / Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing / Communications / Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical / Nursing / Pharmaceutical / Psychology / Social Welfare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Philosophy / Sociology / Theology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Politics / International Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoology / Veterinary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: \_\_\_\_\_

## Additional programmes and services / Work & Travel

Accommodation Placement

Gap Year

Telecommunications

Activities / Excursions / Tours

Homestay

Travel Services

Airport Greeting / Transfer

Insurance

Visa / Migration

Au Pair / Nanny

Internships / Work experience

Volunteer / Community Services

Camp Counselling

Post Degree Job Placement

Work & Study

Cross Cultural Seminars

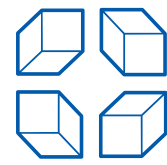
Software Solutions

Work & Travel

Educational Exchange

Special Education Needs / SEN

Other: \_\_\_\_\_



**ICEF**

Connect. Recruit. Grow.

# Agent terms & conditions

## 1. General

By completing and submitting an agent application, the agent understands that his/her registration must be confirmed in writing by ICEF. The application for registration is not an offer and participation in the event may be restricted or cancelled by ICEF for any reason. The agent is responsible for all travel arrangements and costs incurred to and from the event. It is the agent's responsibility to secure and pay any fees in relation to a visa for the country where the event is taking place.

## 2. Liability and insurance

ICEF or the hosting venues are not liable for any claim of theft, damage of property, or injury sustained while participation takes place. In the event of cancellation of the programme, or any part thereof, due to civil discord, terrorism, military action or natural events occurring without fault on the part of ICEF, there shall be no refund of fees paid, travel costs, nor expenses incurred.

## 3. Participation

The agent understands that his/her presence is required at all official ICEF functions as indicated in the programme. The agent shall not take part in non-ICEF functions which would preclude his/her attendance at all published and scheduled official ICEF activities.

The agent shall also not participate in familiarization trips sponsored and supported by companies and organisations not participating in the ICEF event.

No family members, friends or business partners of the agent who are not officially registered shall be admitted to the event.

The agent understands that all participant arrangements and/or changes must be submitted in writing and confirmed by ICEF.

The agent agrees not to use the event for his/her own commercial purposes by trying to sell or offer services or products to other event participants (e.g. advertisements in their publications or website, tours, fairs, or other products and services such as insurance, telephone cards etc.).

The agent agrees to have secured a minimum of 25 appointments prior to the event taking place unless otherwise stated on the event confirmation. If a significant number of scheduled appointments are missed, the agent will be fully and solely responsible for all hotel accommodation charges and a misconduct fee of EUR 300. Agents wishing to cancel their attendance must do so in writing a minimum of one month prior to the event; otherwise a €300 cancellation fee will be charged.

## 4. Hotel accommodation

ICEF reserves the right to accommodate agents at host hotels for a maximum of 3 nights, during the event period only, and will sponsor meals throughout the event as listed in the event programme. Any miscellaneous charges (extra night(s), breakfast, room service, tours, telephone calls, business centre services, etc.) incurred during the agent's stay will be at his/her own expense.

ICEF will provide shared (twin room) accommodation for a second representative at no extra charge. If your second representative requires separate accommodation, this will be at your own arrangement and expense.

Please note that hotel accommodation can only be guaranteed if the agent actively participates in the programme by pre-scheduling appointments with providers in MARCOM eSchedule PRO.

A full charge of 3 nights' accommodation will be applied to any agent who does not arrive on the first day of the event without 30 days prior notice to ICEF. This charge is exclusive of the cancellation charge.

Agents leaving the event early without prior notification to ICEF will be subject to an Early Departure Fee equivalent of one night's accommodation plus tax at the prevailing hotel rate.

## 5. Media waiver

I give permission to ICEF to use photographs or video footage of me, taken at an ICEF event, for ICEF promotional purposes only.

## 6. Concluding provision

ICEF shall have full power to interpret and amend the above mentioned terms & conditions which in its discretion shall be in the best interest of the event. The agent understands that the information contained in the event material constitutes part of the application contract and agrees to conform to all terms & conditions.

Should an agent fail to comply with ICEF's terms & conditions in conjunction with participation in an ICEF Event, a misconduct charge of EUR 300 will be applied. All previously arranged hotel accommodations will also become the sole responsibility of the Agent.