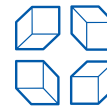


ICEF Workshops - Agent application form



ICEF
Connect. Recruit. Grow.

Apply online at www.icef.com or complete and fax to +49 228 201 1944.

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

Global Workshops

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

- The ICEF Higher Education Workshop, Glasgow • September 12 – 14, 2015
- The ICEF Berlin Workshop, Nov 01-03, 2015

Destination Workshops

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

- The ICEF North America Workshop - Miami, Dec 07 - 09, 2015
- The Australia New Zealand Agent Workshop, Melbourne, Apr 13 - 15, 2016
- The ICEF North America Workshop - Toronto, May 12-14, 2016

Regional Workshops

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

- The ICEF Moscow Workshop, March 18 - 20, 2016
- The ICEF Latin America Workshop, São Paulo, Sept 24 - 26, 2015
- The ICEF Beijing Workshop, Oct 14-16, 2015
- The ICEF Dubai Workshop, Feb 01-03, 2016

Agent Roadshows

For international educators and selected agents from key markets

- The ICEF Japan - Korea Agent Roadshow, Tokyo & Seoul, Feb 23 - 25, 2016
exclusively for agents from Japan or Korea
- The ICEF Mexico - Colombia Agent Roadshow, Mexico City & Bogotá, Mar 01 - 04, 2016
exclusively for agents from Mexico or Colombia

Agent Focus

For international educators and student recruitment agents from Turkey

- The ICEF Turkey Agent Focus, Istanbul, Feb 08 - 09, 2016
exclusively for agents from Turkey

Organisation Information

Company Name _____

Organisation address (to be printed in workshop 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 workshops 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 Workshop catalogue. Do not leave blank.)

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

<input type="checkbox"/> Boarding school	<input type="checkbox"/> Holiday / Sports / Summer camps	<input type="checkbox"/> Primary / Elementary school
<input type="checkbox"/> Foundation / Pathway	<input type="checkbox"/> International Baccalaureate	<input type="checkbox"/> Senior high school
<input type="checkbox"/> Guardianship	<input type="checkbox"/> Junior high / Middle / Intermediate school	<input type="checkbox"/> Other: _____
<input type="checkbox"/> High / Boarding school preparation	<input type="checkbox"/> 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

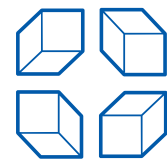
Software Solutions

Work & Travel

Educational Exchange

Special Education Needs / SEN

Other: _____



ICEF

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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 workshop 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 workshop 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 workshop.

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 workshop 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 workshop; 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 Workshop 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 workshop 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 Workshop, a misconduct charge of EUR 300 will be applied. All previously arranged hotel accommodations will also become the sole responsibility of the Agent.