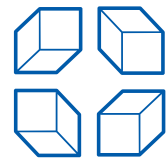


# The ICEF Berlin Workshop

## including the Work & Travel Zone

Connecting international educators with the world's best agents



**ICEF**  
Workshops



Hotel InterContinental, Berlin • Oct 28 - 30, 2012

## Association Meeting

### Guidelines

- ICEF will make a meeting room available for up to 4 hrs. Rooms will be allocated to qualifying associations on a first-come first-serve basis. Coffee, tea and water will be provided. Any additional catering and technical equipment requirements will be the responsibility of the association meeting organiser.
- Only associations whose members are actively attending the workshop may call a meeting.
- Association meeting organisers may determine which members, applicants and other business partners are accepted to join and which are not.
- All eligible workshop participants interested in attending a meeting will be asked to make direct contact with the hosting association, who will be responsible for confirming or declining acceptance directly with attendees.
- Meetings may only be offered at the below indicated times.

### Application Deadline

**September 14, 2012**

### Application Form

Name of association: \_\_\_\_\_

Website (URL): \_\_\_\_\_

Contact person (name, telephone & email address): \_\_\_\_\_

\_\_\_\_\_

Time of meeting:     10 - 12                       12 - 14                       10 - 14

Number of attendees expected: \_\_\_\_\_

Preferred room set-up:  Meeting/Round table (up to 20 participants only)  
 Classroom (up to 25 participants only)  
 Theatre (up to 150 participants)

Number of seats required at head table: \_\_\_\_\_

Brief description of meeting agenda:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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