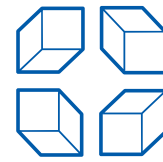


# Connecting international educators with the world's best agents



**ICEF**  
Workshops

## 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 agents 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 function hotel(s) 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 familiarisation 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 meetings prior to the event taking place. If a significant number of scheduled meetings 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 EUR 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 agents 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 meetings 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 28 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 workshop. 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. Any misconduct will also incur that the agent will be denied any further participation in any ICEF hosted events.