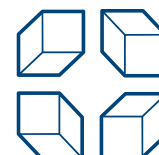


The ICEF Work & Travel Forum Oct 31 – Nov 01, 2008

The ICEF Berlin Workshop Nov 02 – 04, 2008

Two leading international events to meet both your student and work & travel recruitment needs



ICEF

Connect. Recruit. Grow.

Agent application form

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

Please complete in capital letters and do not leave blanks as this may lead to non-participation.

We would like to attend the ICEF Berlin Workshop and understand that our participation must be re-confirmed by ICEF.

Organisation contact details

Organisation _____

Department _____

Attendee / first representative

Mr Ms First Name _____ Last Name _____

Position in Organisation _____ Languages Spoken _____

E-mail _____ Mobile _____

Note: 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.

Attendee / second representative

Mr Ms First Name _____ Last Name _____

Position in Organisation _____ Languages Spoken _____

E-mail _____ Mobile _____

Organisation address (to be printed in workshop catalogue)

Street _____ P.O. Box _____

City _____ Postal Code _____

Country _____ State _____

Tel. (incl. area code) _____ Fax _____

Website _____

Organisation description

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

Our organisation is registered in: City _____ Reg. no _____

Managing Director: Mr Ms First Name _____ Last Name _____

Membership in professional education associations _____

Are you an exclusive representative of any foreign school? (Please specify) _____

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

In which other workshops have you participated? _____

Who are your main Higher Education clients? _____

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. _____

Secondary and high school programmes

- | | | |
|---|---|--|
| <input type="checkbox"/> Boarding school | <input type="checkbox"/> Boarding / High school preparation | <input type="checkbox"/> Sport programme |
| <input type="checkbox"/> College / University preparation | <input type="checkbox"/> High school | <input type="checkbox"/> Summer school |
| <input type="checkbox"/> Guardianship programme | <input type="checkbox"/> Holiday camp | <input type="checkbox"/> Other: _____ |

Study Programmes

	Vocational Programmes	Undergraduate Programmes	Graduate / Postgraduate Programmes	
			Masters	Doctorate
Accountancy / Banking / Economics / Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aviation / Nautical sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business studies / Management training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer sciences / Information technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cosmetic sciences / Health & beauty care / Hairdressing	<input type="checkbox"/>			
Cultural & social sciences / Sociology / History / Archaeology / Theology / Psychology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education & training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering sciences / Electronics / Technology / Manufacturing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fashion / Design / Textiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Film studies / Photography / Video / Digital Media waiver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food sciences / Nutritional health studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundation programmes		<input type="checkbox"/>		
Geography / Geosciences / Environmental studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic design / MultiMedia waiver / Creative & visual arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hotel management / Culinary arts / Tourism studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Humanities / Liberal arts / Fine arts / Performing arts / Music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior design / Restoration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International relations / Political science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Journalism / Media waiver & communications studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law and legal studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linguistics / Modern languages / Interpretation and translation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing / Advertising / Communications / Public relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MBA			<input type="checkbox"/>	
Medical sciences / Pharmaceutical / Nursing / Health & social welfare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Military studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural sciences / Biology / Chemistry / Mathematics / Physics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports & recreation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoology, veterinary & wildlife sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional programmes and services

- | | | |
|--|--|---|
| <input type="checkbox"/> Cross cultural seminars | <input type="checkbox"/> Student insurance | <input type="checkbox"/> Student + Visa and Travel Services |
| <input type="checkbox"/> Educational exchange | <input type="checkbox"/> Work placement / internship | <input type="checkbox"/> Homestay |
| <input type="checkbox"/> Student accommodation | <input type="checkbox"/> Au Pair | <input type="checkbox"/> Other: _____ |

Visa Support / Cancellation policy / Credit card details

- Visa Assistance required Visa Assistance not required

1st Person:

First Name _____ Last Name _____
 Date of birth _____ Passport No. _____

2nd Person:

First Name _____ Last Name _____
 Date of birth _____ Passport No. _____

In order to process your visa support ICEF will charge a fee of €75 per person. This fee will be charged to your credit card once your application has been accepted. Please note, that the visa support processing fee is non-refundable in case of cancellation. In accordance with the cancellation policy, this card will be charged with a cancellation fee of €300 if you cancel your attendance less than 14 days prior to the event.

Type of Credit card: MasterCard/Eurocard Visa American Express Diners Club

Card no.: _____ Expiry date: ____ / ____

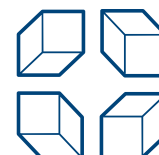
CVC/CVV code: _____ The CVC/CVV code is a three (Mastercard/Eurocard, Visa, Diners Club) or four (American Express) digit security code on your credit card.

Place and Date _____ Name _____ Signature _____

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ICEF

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Agent terms & conditions

Please complete and fax to +49 228 201 1944.

By signing and returning this document to ICEF, you acknowledge the agent terms & conditions as set out below.

1. General

By completing and submitting the agent application form, the agent understands that his/her registration must be confirmed, in writing by ICEF, before participation is allowed. The application for registration is not an offer and participation in the workshop may be restricted or cancelled by ICEF for any reason.

2. Liability and insurance

ICEF or the hosting function hotel 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.

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.

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 (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 20 appointments prior to the event taking place. If a significant number of scheduled appointments are missed, the agent will be fully and solely responsible for all hotel accommodation charges. Agents will be required to submit their appointment schedules prior to the closing of the event.

Agents wishing to cancel their attendance must do so in writing a minimum of two weeks 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 (November 02 - 05) and will sponsor meals throughout the event as listed in the event programme. ICEF requires a current credit card to guarantee the accommodation booking. Any miscellaneous charges (extra night(s), room service, tours, telephone calls, business centre services, etc.) incurred during the agent's stay will be at his/her own expense.

A minimum charge of one night accommodation will be applied to any agent who does not arrive on the given day and time indicated on the travel itinerary request form, without 48 hours prior notice to ICEF. This charge is exclusive of the cancellation charge.

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.

Failure to comply with the ICEF terms & conditions as stated above will result in the agent: paying a €300 misconduct fee; assuming all previously arranged hotel accommodation costs and being denied any further participation in any ICEF hosted activities.

Agency Name

Country

Date First Representative - First / Last Name clearly printed

Signature

Date: Second Representative - First / Last Name clearly printed

Signature