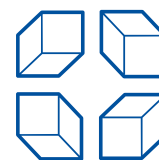


# The ICEF Japan Workshop

Meet quality educators from all over the world interested in receiving students from Japan



Keio Plaza Hotel, Tokyo • March 06 – 08, 2011



## ICEF

Connect. Recruit. Grow.

## Agent application form

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

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

Please note that workshop attendance is only possible once confirmation is received by ICEF.

### Organisation contact details

Organisation \_\_\_\_\_

Department \_\_\_\_\_

**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 \_\_\_\_\_

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. \_\_\_\_\_

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

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

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

Graduate / Postgraduate Programmes: \_\_\_\_\_ 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/fax	No. of students sent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

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

► Fax to: +49 228 201 1944

## Participants

### Attendee / first representative

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 \_\_\_\_\_

### Attendee / second representative\*

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 \_\_\_\_\_

\* Please refer to Participation Fee on page 3 of this application for applicable participation fees for a second representative.

## Workshop catalogue text (Max. 150 words - to be printed in the Workshop catalogue) Do not leave blank.

(Please describe your main activities in relation to study abroad)

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## Programme details

We are interested in the following: (Check one or more boxes)

- |   |   |
|---|---|
| <input type="checkbox"/> Language Programmes                  | <input type="checkbox"/> Undergraduate Programmes           |
| <input type="checkbox"/> Secondary and High School Programmes | <input type="checkbox"/> Graduate / Postgraduate Programmes |
| <input type="checkbox"/> Vocational Programmes                | <input type="checkbox"/> Additional Programmes and Services |

Please provide further information about these programmes below.

## Language courses

### Language / Location

Please indicate the top 3 priority countries in which you are interested in sending students to for the below listed language programmes:

- |   |       |       |       |
|---|-------|-------|-------|
| <input type="checkbox"/> Arabic in:     | _____ | _____ | _____ |
| <input type="checkbox"/> Chinese in:    | _____ | _____ | _____ |
| <input type="checkbox"/> English in:    | _____ | _____ | _____ |
| <input type="checkbox"/> French in:     | _____ | _____ | _____ |
| <input type="checkbox"/> German in:     | _____ | _____ | _____ |
| <input type="checkbox"/> Italian in:    | _____ | _____ | _____ |
| <input type="checkbox"/> Japanese in:   | _____ | _____ | _____ |
| <input type="checkbox"/> Korean in:     | _____ | _____ | _____ |
| <input type="checkbox"/> Portuguese in: | _____ | _____ | _____ |
| <input type="checkbox"/> Russian in:    | _____ | _____ | _____ |
| <input type="checkbox"/> 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                                   | _____  |

## Tertiary Programmes

	Career / Vocational		Graduate / Postgraduate		
	Certificate/Diploma	Undergraduate Degree/Bachelor	Certificate/Diploma	Masters	Doctorate
Accounting / Banking / Economics / Finance	<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"/>
Automotive / Aviation / Maritime	<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"/>
Biology / Biotechnology / Chemistry / Mathematics / Physics	<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"/>
Design / Fashion / Interior / Textiles	<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"/>
Education / Teaching / Training	<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"/>
Film / Audio / Digital Media / Photography / Television	<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"/>
Graphic Design / Architecture	<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"/>
Hospitality / Hotel Management / Culinary Arts / Tourism	<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"/>
Journalism / Media	<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"/>
Law / Legal	<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"/>
Medical / Nursing / Pharmaceutical / Psychology / Social Welfare	<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"/>
Politics / International Relations	<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"/>
Zoology / Veterinary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

## Additional programmes and services / Work & Travel

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accommodation Placement         | <input type="checkbox"/> Educational Exchange          | <input type="checkbox"/> Work & Travel      |
| <input type="checkbox"/> Activities / Excursions / Tours | <input type="checkbox"/> Gap Year                      | <input type="checkbox"/> Visa / Migration   |
| <input type="checkbox"/> Airport Greeting / Transfer     | <input type="checkbox"/> Homestay                      | <input type="checkbox"/> Travel Services    |
| <input type="checkbox"/> Au Pair / Nanny                 | <input type="checkbox"/> Insurance                     | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Camp Counselling                | <input type="checkbox"/> Internships / Work experience | <input type="checkbox"/> Software Solutions |
| <input type="checkbox"/> Cross Cultural Seminars         | <input type="checkbox"/> Volunteer / Community service | <input type="checkbox"/> Other: _____       |

## Participation Fee

If your application is successful, the following workshop participation fee will be charged to your credit card. This fee is non refundable.

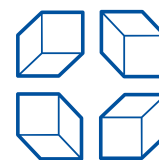
- First representative: **No fee**       Second representative: **€ 95** (from same organisation)

# The ICEF Japan Workshop

Meet quality educators from all over the world interested in receiving students from Japan



Keio Plaza Hotel, Tokyo • March 06 – 08, 2011



**ICEF**

Connect. Recruit. Grow.

## 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 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 (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. 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 30 days 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 (March 06 - 09) 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), 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.

A full charge of 3 nights 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 30 days 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 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