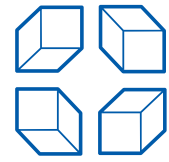


# The ICEF Moscow Workshop

Meet quality educators from around the world



The Ritz-Carlton, Moscow • March 23 – 25, 2012



**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. Application deadline: March 9, 2012

Please note that workshop attendance is only possible when reconfirmed by ICEF.

### Organisation contact details

Organisation \_\_\_\_\_

Department \_\_\_\_\_

#### Organisation address (to be printed in workshop catalogue)

Street or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Suburb \_\_\_\_\_

Country \_\_\_\_\_ State \_\_\_\_\_

Tel. (incl. area code) \_\_\_\_\_ Fax \_\_\_\_\_

Company E-mail \_\_\_\_\_ Website \_\_\_\_\_

### Organisation description

We employ the following number of Student Advisers: 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 do you recruit students? \_\_\_\_\_

Who are your main customers?

College / University Students

Governmental organizations

Language Students

Seniors

Adults

Corporate Clients

Graduate (Under / Post Students)

Professionals

Teachers

Children

Families

Groups

Secondary School Students

Teenagers

**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: Masters (ie. 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	No. of students sent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What promotional strategy do you use?

Fairs / Exhibitions

Reference Guides

Direct Mailing

Radio / TV / Internet

Newspapers / Magazines

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

► Fax to: +49 228 201 1944

## Participants

### Attendee / first representative

Mr  Ms First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position in Organisation \_\_\_\_\_ Languages Spoken \_\_\_\_\_

Your 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 \_\_\_\_\_

Your E-mail \_\_\_\_\_ Mobile \_\_\_\_\_

(If VISA support is required) Date of birth \_\_\_\_\_ (If VISA support is required) Passport number \_\_\_\_\_

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

1st Priority \_\_\_\_\_ 2nd Priority \_\_\_\_\_

3rd Priority \_\_\_\_\_ 4th Priority \_\_\_\_\_

5th Priority \_\_\_\_\_

## Language courses

**Language/Location**, Please indicate the top 3 priority countries in which you are interested in sending students to for the below listed languages:

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

Academic preparation

Activities + language

Au pair + language

Business / Professional purposes

Certificate / Test preparation

E-learning / Online learning

General

Group specific

Total immersion

Intensive

Junior learners

One-to-one

Parent & child

Senior learners

Short term (1 – 7 days)

Summer programmes

Tailor made

Teacher training

Tuition in small groups

Tuition in teacher's home

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 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"/>
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

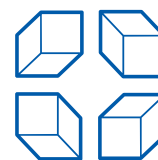
- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accommodation Placement         | <input type="checkbox"/> Gap Year                      | <input type="checkbox"/> Travel Services               |
| <input type="checkbox"/> Activities / Excursions / Tours | <input type="checkbox"/> Homestay       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

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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 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 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. 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 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.