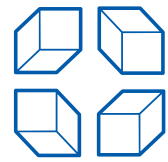


The ICEF Berlin Workshop

including the Work & Travel Zone

Connecting international educators and work & travel professionals with the world's best agents



ICEF
Workshops



InterContinental Berlin • Oct 28 - 30, 2012

Reception

Guidelines

- Reception organisers may determine all logistics, conditions and costs associated with their event, including which workshop participants and other business partners are accepted to join, and which are not.
- ICEF will not get involved in the organisation of receptions, but simply ensure relevancy for workshop participants as well as an equal representation of receptions to all delegates.
- All workshop participants interested in attending a reception will be asked to make direct contact with the reception organiser. Organisers are responsible for confirming or declining acceptance directly with participants.
- Reception organisers wishing to promote their event through ICEF are requested to provide information as outlined on the ICEF website.
- Receptions may only be offered outside of workshop related activities and times. (Please refer to workshop programme ► [via this link](#))
- Only organisations attending the workshop may meet and host other workshop participants. We do not wish to encourage non-registered institutions to access and benefit from meeting potential business partners that workshop registered organisations have paid to meet.

Proposal Deadline

July 23, 2012

deadline for proposals to be submitted to workshops@icef.com

July 31, 2012

confirmation by ICEF to FAM tour and reception organisers

August 03, 2012

commencement of promotion of FAM tours and receptions to all workshop registered participants

Proposal Form

Name of hosting organisation(s): _____

Name of event: _____

Date and time of event: _____

(please refer to workshop programme ► [via this link](#) to avoid conflict with workshop schedule)

Location of event: _____

Invited target groups / individuals: _____

Description of event including programme, inclusions such as food and transportation and who is invited:
