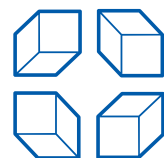


The ICEF Higher Education Workshop

The leading event for higher education student recruitment



Four Seasons Hotel Dublin • September 8 - 10, 2012



ICEF
Workshops

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

14 weeks prior to workshop – **June 04, 2012**

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

13 weeks prior to workshop – **June 11, 2012**

confirmation by ICEF to FAM tour and reception organisers

12 weeks prior to workshop – **June 18, 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:
