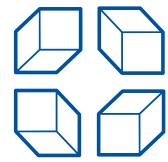


The ICEF Japan Workshop

Meet quality educators from around the world



Keio Plaza Hotel, Tokyo • March 03 – 05, 2010



ICEF
Workshops

FAM Tour

Guidelines

- FAM tour organisers may determine all logistics, conditions and costs associated with their tour, including which educators are accepted to join, and which are not.
- ICEF will not get involved in the organisation of FAM tours, but simply ensure relevancy for educators as well as an equal representation of tours to all educator workshop participants.
- All educators interested in attending FAM tours will be asked to make direct contact with the tour organiser. Organisers are responsible for confirming or declining acceptance directly with educators.
- FAM tour organisers wishing to promote their tour through ICEF are required to submit a proposal. All proposals are subject to approval and acceptance by ICEF.
- FAM tours may only be offered outside of workshop related activities and times. (Please refer to workshop programme [via this link](#))
- Only agents attending the workshop may meet and host educators. We do not wish to encourage non-registered agents to access and benefit from meeting educators for which workshop agents have successfully qualified through a lengthy screening process.

Proposal Deadline

14 weeks prior to workshop - **November 30, 2009**
deadline for proposals to be submitted to agent@icef.com

13 weeks prior to workshop - **December 7, 2009**
confirmation by ICEF to FAM tour organisers

12 weeks prior to workshop - **December 14, 2009**
commencement of promotion of FAM tours and receptions to all workshop registered educators

Proposal Form

Name of hosting organisation(s): _____

Name of tour: _____

Date and time of tour: _____
(please refer to workshop programme [▶ via this link](#) to avoid conflict with workshop schedule)

Location of tour: _____

Invited target groups / individuals: _____

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

