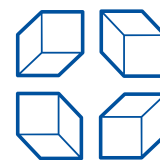


# The ICEF Japan Workshop

Meet quality educators from around the world



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



**ICEF**  
Workshops

## Reception

### Guidelines

- Reception organisers may determine all logistics, conditions and costs associated with their event, including which educators 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 educators as well as an equal representation of receptions to all workshop participants.
- 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 attendees.
- 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 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](mailto:agent@icef.com)

13 weeks prior to workshop - **December 7, 2009**

confirmation by ICEF to reception 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 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:

---

---

---

---

---