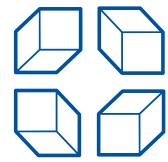


The ICEF Japan Workshop

Meet quality student recruiters from all over Japan



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 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 workshop participants. We do not wish to encourage non-registered service providers to access and benefit from meeting participants that workshop registered service providers have paid to meet.

Proposal Deadline

14 weeks prior to workshop - **November 30, 2009**

deadline for proposals to be submitted to workshops@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 participants

Proposal Form

Name of hosting association(s) / 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:
