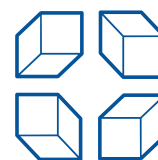


The ICEF Japan Workshop

Meet quality educators from all over the world interested in receiving students from Japan



Keio Plaza Hotel, Tokyo • March 06 – 08, 2011



ICEF

Connect. Recruit. Grow.

Agent terms & conditions

Please complete and fax to +49 228 201 1944.

By signing and returning this document to ICEF, you acknowledge the agent terms & conditions as set out below.

1. General

By completing and submitting the agent application form, the agent understands that his/her registration must be confirmed, in writing by ICEF, before participation is allowed. The application for registration is not an offer and participation in the workshop may be restricted or cancelled by ICEF for any reason.

2. Liability and insurance

ICEF or the hosting function hotel are not liable for any claim of theft, damage of property, or injury sustained while participation takes place.

In the event of cancellation of the programme, or any part thereof, due to civil discord, terrorism, military action or natural events occurring without fault on the part of ICEF, there shall be no refund of fees paid, travel costs, nor expenses incurred.

The agent is responsible for all travel arrangements and costs incurred to and from the event. It is the agent's responsibility to secure and pay any fees in relation to a visa for the country where the workshop is taking place.

3. Participation

The agent understands that his/her presence is required at all official ICEF functions as indicated in the programme. The agent shall not take part in non-ICEF functions which would preclude his/her attendance at all published and scheduled official ICEF activities. The agent shall also not participate in familiarisation trips sponsored and supported by companies and organisations not participating in the ICEF event.

No family members, friends or business partners of the agent who are not officially registered shall be admitted to the workshop.

The agent understands that all participant arrangements and/or changes must be submitted in writing and confirmed by ICEF.

The agent agrees not to use the workshop for his/her own commercial purposes by trying to sell or offer services or products (e.g. advertisements in their publications or website, tours, fairs, or other products and services such as insurance, telephone cards etc.).

The agent agrees to have secured a minimum of 25 appointments prior to the event taking place. If a significant number of scheduled appointments are missed, the agent will be fully and solely responsible for all hotel accommodation charges. Agents will be required to submit their appointment schedules prior to the closing of the event.

Agents wishing to cancel their attendance must do so in writing a minimum of 30 days prior to the workshop; otherwise a €300 cancellation fee will be charged.

4. Hotel accommodation

ICEF reserves the right to accommodate agents at host hotels for a maximum of 3 nights (March 06 - 09) and will sponsor meals throughout the event as listed in the event programme. ICEF requires a current credit card to guarantee the accommodation booking. Any miscellaneous charges (extra night(s), breakfast, room service, tours, telephone calls, business centre services, etc.) incurred during the agent's stay will be at his/her own expense.

ICEF will provide shared (twin room) accommodation for a second representative at no extra charge. If your second representative requires separate accommodation, this will be at your own arrangement and expense.

A full charge of 3 nights accommodation will be applied to any agent who does not arrive on the given day and time indicated on the travel itinerary request form, without 30 days prior notice to ICEF. This charge is exclusive of the cancellation charge.

5. Media waiver

I give permission to ICEF to use photographs or video footage of me, taken at an ICEF event, for ICEF promotional purposes only.

6. Concluding provision

ICEF shall have full power to interpret and amend the above mentioned terms & conditions which in its discretion shall be in the best interest of the workshop. The agent understands that the information contained in the workshop material constitutes part of the application contract and agrees to conform to all terms & conditions.

Failure to comply with the ICEF terms & conditions as stated above will result in the agent: paying a € 300 misconduct fee; assuming all previously arranged hotel accommodation costs and being denied further participation in any ICEF hosted activities.

Agency Name

Country

Date First Representative - First / Last Name clearly printed

Signature

Date: Second Representative - First / Last Name clearly printed

Signature