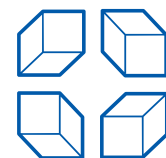


# ICEF Africa Workshop

For educators interested in recruiting from Africa and international agents interested in sending to South Africa



Westin Cape Town, South Africa • May 15 - 17, 2018



**ICEF**  
Workshops

## Participant Checklist - Agents

- Marcom eSchedule PRO opens on [March 15, 2018](#).

Please make sure to complete your profile. You can now start to request meetings with providers and confirm / decline any requests that you will receive.

- Cancellation deadline: If you will not be able to attend the event, please let us by [April 15, 2018](#).

After this date, a cancellation fee of €300 will come into effect.

- Do you need a visa?

Please refer to page 2 of the ► [Information Pack](#) and aim to have your visa in place four weeks prior to your date of travel.

- Finalise your Marcom profile for use in the event catalogue by [April 16, 2018](#).

Please remember to upload your photo!

- Marcom eSchedule PRO will close on [May 14, 2018, at 9:00](#) Cape Town time.

From then on, the scheduling system will be in view mode only.

- Marcom Onsite will open on [May 14, 2018, at 12 noon](#) Cape Town time.

Marcom Onsite complements Marcom eSchedule PRO and gives you the opportunity to schedule last-minute meetings and access your schedule.

- Before departure:** Print your meeting reports and your hotel confirmation. Don't forget to bring plenty of business cards!