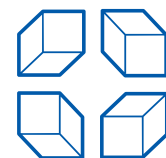


# ICEF Africa Workshop

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 - Educators & Service Providers

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

Please make sure that payment has been settled in order to be able to schedule meetings straight away and to complete your profile on the system.

- Book your accommodation at the [Westin Cape Town](#) by [Wednesday, April 11, 2018](#).

- 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 the event catalogue by [April 16, 2018](#).

Please remember to upload your photo and logo!

- 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 make sure you have access to your tracking information in case you have sent materials to Cape Town. Don't forget to bring plenty of business cards!