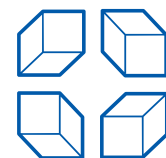


ICEF Southeast Asia Workshop

International educators and quality, pre-screened student recruitment agents from Vietnam, Thailand, Malaysia, Philippines, Indonesia, Cambodia, and Southern China



InterContinental Saigon, Ho Chi Minh City • June 13 - 15, 2018



ICEF
Workshops

Participant Checklist - Agents

- Do you need a visa?

Please refer to the [▶ visa information](#) on our website and aim to have your visa in place four weeks prior to the event.

- Marcom eSchedule PRO opens on [April 16, 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 [May 13, 2018](#).

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

- Finalise your Marcom profile for use in the event catalogue by [May 18, 2018](#).

Please remember to upload your photo!

- Marcom eSchedule PRO will close on [June 12, 2018, at 9:00](#) Ho Chi Minh City time.

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

- Marcom Onsite will open on [June 12, 2018, at 12 noon](#) Ho Chi Minh City time.

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

- [Before departure](#): Print your meeting reports and your hotel confirmation. Don't forget to bring plenty of business cards!