

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 - Educators & Service Providers

- 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.

- Book your accommodation at the ► InterContinental Saigon Hotel by [Wednesday, May 30, 2018](#) or the ► Park Hyatt Saigon Hotel by [Wednesday, May 16, 2018](#).

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

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

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

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