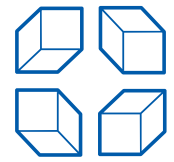


# ICEF Latin America Workshop

For international educators and student recruitment agents from all over Latin America



Grand Hyatt São Paulo, São Paulo • September 20 – 22, 2018



**ICEF**  
Workshops

## Participant Checklist - Agents

- Marcom eSchedule PRO opens on [July 25, 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.

- Do you need a visa?

Please refer to page 3 of the [► Information Pack](#) and aim to have your visa in place at least four weeks prior to your date of travel.

- Cancellation deadline: If you will not be able to attend the event, please let us by [August 20, 2018](#).

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

- Finalise your Marcom profile for use in the the event catalogue by [August 27, 2018](#).

Please remember to upload your photo!

- Marcom eSchedule PRO will close on [September 19, 2018, at 9:00](#) São Paulo time.

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

- Marcom Onsite will open on [September 19, 2018, at 13:00](#) São Paulo 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!