

ICEF Berlin Workshop

Connecting international educators, service providers and work & travel professionals with the world's best agents



Hotel InterContinental, Berlin • November 4 - 6, 2018



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 at least four weeks prior to the event.

- Travel to the Event:

Book your flight with anyone of the 20 SkyTeam member airlines via ► [this page](#) and benefit from discounts of up to 15% in selected booking classes.

When travelling by train, take advantage of ► [discounted event tickets](#) offered by the Deutsche Bahn.

- Marcom eSchedule PRO opens on [September 5, 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 [October 4, 2018](#).

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

- Finalise your Marcom profile for use in the event catalogue by [October 5, 2018](#).

Please remember to upload your photo!

- IMPORTANT: In your Marcom meeting schedule, please block at least one coffee break slot in the morning and one in the afternoon, as well as two slots for your lunch break on November 5 and November 6.

- Marcom eSchedule PRO will close on [November 2, 2018, at 12:00 noon](#) Berlin time.

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

- Marcom Onsite will open on [November 2, 2018, at 15:00](#) Berlin 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!