

ICEF Beijing Workshop

For international educators and student recruitment agents from China and other Asian countries



Grand Millennium Beijing • October 10 - 12, 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 four weeks prior to your date of travel.

- Marcom eSchedule PRO opens on [August 13, 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 [September 10, 2018](#). After this date, a cancellation fee of €300 will come into effect.

- Finalise your Marcom profile for use in the event catalogue by [September 26, 2018](#).

Please remember to upload your photo!

- Marcom eSchedule PRO will close on [October 9, 2018, at 9:00](#) Beijing time.

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

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