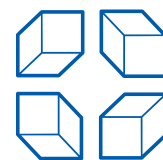


ICEF Berlin Workshop

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



ICEF
Workshops



Hotel InterContinental, Berlin • November 4 - 6, 2018

Participant Checklist - Educators / Providers

- Do you need a visa?

Please check ► [this page](#) if you need a visa to enter Germany.

- 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 that your payment has been settled and that you have completed your profile on the system in order to be able to schedule meetings straight away.

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

- 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.

- Book your accommodation at the ► [Intercontinental Hotel](#) by Friday, [October 12, 2018](#).

- Send your material to the event, using the ► [delivery label](#) provided by ICEF.

[Arrival in Berlin: from October 31, 2018](#).

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