

ICEF Miami Workshop

Exclusively for educators from the US and Canada and international student recruitment agents focused on North America



Loews Miami Beach Hotel • December 10 - 12, 2018



Participant Checklist - Educators & Service Providers

- Do you need a visa?

Please contact cwojcik@icef.com and aim to have your visa in place four weeks prior to your date of travel.

- Book your accommodation at the [▶ Loews Miami Beach Hotel](#).

- Marcom eSchedule PRO opens on [October 11, 2018](#).

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

- Finalise your Marcom profile for use in the the event catalogue by [November 7, 2018](#).

Please remember to upload your photo and logo!

- Cut-off date for bookings at the [▶ Loews Miami Beach Hotel](#) is Tuesday, November 12, 2018.

- Send your promotional materials to the event, using the [▶ delivery label](#) provided by ICEF.

Arrival in Miami on or after December 4, 2018.

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

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

- Marcom Onsite will open on [December 9, 2018, at 12 noon](#) Miami 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 Miami. Don't forget to bring plenty of business cards!