

ICEF Dubai

For international educators and student recruitment agents from the Middle East, Africa, South Asia and Turkey



Jumeirah Emirates Towers, Dubai • February 11 - 13, 2019



Participant Checklist - Educators & Service Providers

- Marcom eSchedule PRO opens on [December 12, 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.

- Book your accommodation at the ► Jumeirah Emirates Towers or the ► Sheraton Four Points by [Wednesday, January 9, 2019](#).

- Do you need a visa?

[Please allow a minimum of 5 to 7 working days for normal entry visas](#) and consider that Friday is not a working day in the UAE. Please refer to the ► [visa information on our website](#).

- Finalise your Marcom profile for use in the the event catalogue by [January 15, 2019](#).

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

[Arrival in Dubai: from February 7, 2019](#).

- Marcom eSchedule PRO will close on [February 10, 2019, at 9:00](#) Dubai time.

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

- Marcom Onsite will open on [February 10, 2019, at 12:00 noon](#) Dubai time.

Marcom Onsite complements Marcom eSchedule PRO and gives you the opportunity to schedule last-minute meetings and access your schedule during the event.

- [Before departure](#): Print your meeting reports and make sure you have access to your tracking information in case you have sent materials to Dubai. Don't forget to bring plenty of business cards!