

ICEF Ukraine Focus

For international educators and service providers, and student recruitment agents from Ukraine



InterContinental, Kiev • March 19 - 20, 2019



Participant Checklist - Educators & Service Providers

- Marcom eSchedule PRO opens on [February 4, 2019](#).

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

- Book your accommodation at the ► Hotel InterContinental, Kiev by [Friday, February 22, 2019](#).

- Do you need a visa? [Please allow a minimum of 7 - 10 working days for normal entry visas](#).

Please refer to the ► [visa information](#) on our website.

- Finalise your Marcom profile for use in the event catalogue by [February 26, 2019](#).

Please remember to upload your photo and logo!

- Marcom eSchedule PRO will close on [March 18, 2019, at 9:00](#) Kiev time.

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

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