



Participant Checklist - Educators & Service Providers

- 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 the event.

- Marcom eSchedule PRO opens on [January 23, 2019](#).

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 ► [Ritz-Carlton Hotel by Sunday, February 10, 2019](#) or the ► [Marriott Grand Hotel by Wednesday, February 20, 2019](#).

- Finalise your Marcom profile for use in the the event catalogue by [February 22, 2019](#).

- Marcom eSchedule PRO will close on [March 22, 2019, at 9:00](#) Moscow time.

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

- Marcom Onsite will open on [March 22, 2019, at 12 noon](#) Moscow 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 Moscow. Don't forget to bring plenty of business cards!