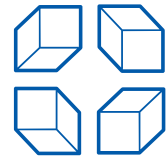


The ICEF Berlin Workshop

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



InterContinental Berlin • October 30 - November 01, 2016



ICEF
Workshops

Association Meeting

Guidelines

- ICEF will make a meeting room available for up to 4 hrs. Rooms will be allocated to qualifying associations on a first-come first-serve basis. Coffee, tea and water will be provided. Any additional catering and technical equipment requirements will be the responsibility of the association meeting organiser.
- Only associations whose members are actively attending the workshop may call a meeting.
- Association meeting organisers may determine which members, applicants and other business partners are accepted to join and which are not.
- All eligible workshop participants interested in attending a meeting will be asked to make direct contact with the hosting association, who will be responsible for confirming or declining acceptance directly with attendees.
- Meetings may only be offered at the below indicated times.

Application Deadline

September 14, 2016

Application Form

Name of association: _____

Website (URL): _____

Contact person (name, telephone & email address): _____

Time of meeting: 10 - 12 12 - 14 10 - 14

Number of attendees expected: _____

Preferred room set-up: Meeting/Round table (up to 20 participants only)
 Classroom (up to 25 participants only)
 Theatre (up to 150 participants)

Number of seats required at head table: _____

Brief description of meeting agenda:
