

ICEF Australia New Zealand (ANZA)

The region's largest B2B event for buyers & sellers of education, edu-tourism, youth and student travel



Darwin Convention Centre • April 3 - 5, 2019



Participant Checklist - Educators, Service Providers and Work & Travel Professionals

- Marcom eSchedule PRO opens on [February 6, 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.

- With a limited number of flight options to Darwin, please make sure to purchase your flight tickets well ahead of the event.

- If you need a visa and require a letter of invitation, please contact Marlene Bauz at ► mbauz@icef.com by [March 3, 2019](#).

- [Book your accommodation](#) at the Adina Apartment Hotel or the Vibe Hotel Darwin Waterfront by [March 4, 2019](#).

- Finalise your Marcom profile for use in the event catalogue by [March 8, 2019](#).
Please remember to upload your photo and logo!

- Send your material to the event, using the ► [delivery label](#) provided by ICEF.
[Arrival in Darwin on or after March 27, 2019](#) (but not before).

- Marcom eSchedule PRO will close on [April 2, 2019, at 11:00](#) Darwin time.
From then on, the scheduling system will be in view mode only.

- Marcom Onsite will open on [April 2, 2019, at 14:00](#) Darwin 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 Darwin. Don't forget to bring plenty of business cards!