

ICEF Australia New Zealand (ANZA)

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



Adelaide Convention Centre, August 3 - 5, 2020



Participant Checklist Education & Service Providers / Work & Travel Professionals

- Marcom eSchedule PRO opens on [June 8, 2020](#).

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.

- Please make sure to purchase your flight tickets well ahead of the event.

- Finalise your Marcom profile for use in the event catalogue by [June 26, 2020](#).

Please remember to upload your photo and logo!

- If you need a visa and require a letter of invitation, please contact Frauke Festersen at [▶ ffestersen@icef.com](mailto:ffestersen@icef.com) by [July 3, 2020](#).

- [▶ Book your accommodation](#) at the Playford Hotel Adelaide by [July 4, 2020](#).

- Send your material to the event, using the [▶ delivery label](#) provided by ICEF.
[Arrival in Adelaide on or after July 30, 2020](#) (but not before).

- Marcom eSchedule PRO will close on [August 2, 2020, at 11:00](#) Adelaide time.
From then on, the scheduling system will be in view mode only.

- Marcom Onsite will open on [August 2, 2020, at 14:00](#) Adelaide 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 Adelaide. Don't forget to bring plenty of business cards!