

ICEF Asia

For international educators, service providers, and student recruitment agents from China and other Asian countries



Grand Millennium Beijing • October 16 - 18, 2019



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 your date of travel.

- Book your accommodation at the [▶ Grand Millennium Beijing](#) by [Friday, September 13, 2019](#).

- Marcom eSchedule PRO opens on [August 27, 2019](#).

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

- Finalise your Marcom profile for use in the event catalogue by [September 30, 2019](#).

Please remember to upload your photo and logo!

- Send your material to the event, using the [▶ delivery label provided](#) by ICEF.

[Arrival in Beijing: On or after October 8, 2019](#). Please consider that offices in China will be closed from October 1 - 7 during the Golden Week holidays.

- Marcom eSchedule PRO will close on [October 15, 2019, at 9:00](#) Beijing 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 Beijing. Don't forget to bring plenty of business cards!