

# ICEF Higher Education

For higher education institutions and student recruitment agents focused on tertiary education around the world



Clarion Hotel, Helsinki • September 20 – 22, 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 the event.

- Book your accommodation at the ► [Clarion Hotel Helsinki](#) by **Friday, August 16, 2019**.

- Marcom eSchedule PRO opens on [July 29, 2019](#).

Please make sure that payment has been settled in order to make changes to your online profile and to be able to schedule meetings.

- Finalise your Marcom profile for use in the event catalogue by [August 29, 2019](#).

Please remember to upload your photo!

- Send your promotional materials to the event, using the ► [delivery label](#) provided by ICEF.

Arrival in Helsinki on or after September 16, 2019.

- Marcom eSchedule PRO will close on [September 19, 2019, at 9:00](#) Helsinki time.

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

- Marcom Onsite will open on [September 19, 2019, at 13:00](#) Helsinki 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 Helsinki. Don't forget to bring plenty of business cards!