ICEF Ukraine Focus
March 23 - 24, 2020

Venue

InterContinental Kyiv
2A, Velyka Zhytomyrska Street,
Kiev 01001,
Ukraine
Tel  +380 44 393 2222
Email  ►reservations@ickyiv.com
Website  ►http://kyiv.intercontinental.com

ICEF GmbH
Am Hofgarten 9
53113 Bonn, Germany
Tel: + 49 228 201 19 0
Web: www.icef.com
Hotel Accommodation

Hotel InterContinental Kyiv

Rates
We are pleased to offer you the preferential rates of EUR 146.50 per night per single occupancy and EUR 173 per night per double occupancy, inclusive of breakfast, taxes and a tourism fee of EUR 1.50 per night and person.

Bookings
 Preferential rates are available for bookings from March 20 till 25, 2020 and are subject to room availability. For bookings outside this period the regular room rates become applicable. Rooms can be booked subject to availability until February 21.

If you need a visa please check the regulations with your respective embassy as soon as possible. To find out more about country-specific visa requirements visit The Ukrainian Ministry of Foreign Affairs.

Check-In / Check-Out
Earliest possible check-in time is 14:00 and latest check-out time is 12:00 noon. Guests scheduled to arrive early in the morning, who wish to access their room upon arrival, are advised to book the night prior.

Amenities
Located in the central district of Kiev, the Hotel InterContinental provides 272 spacious and luxurious guestrooms offering exceptional facilities including high speed internet connections. Within walking distance from Kiev’s iconic cathedrals, the hotel offers a rooftop cocktail bar, two restaurants, a state-of-the art gym and spa facilities.

Further information on the Hotel InterContinental Kiev is available at http://kyiv.intercontinental.com

Visa Requirements

The following nationalities are exempt for short term stays of up to 30 days or longer:
Austria, Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Belarus, Belgium, Bosnia & Herzegovina, Brazil, Brunei Darussalam, Bulgaria, Canada, Chile, Croatia, Cyprus, Czech Republic, Denmark, Dominica (the Commonwealth), Estonia, Finland, France, Georgia, Germany, Great Britain, Greece, Hong Kong (up to 14 days stay), Hungary, Iceland, Ireland, Israel, Italy, Japan, Kazakhstan, Republic of Korea, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Paraguay, Poland, Portugal, Qatar, Romania, Russia, St. Kitts and Nevis, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkey (including ID-Cards), United Arab Emirates, USA, Uzbekistan, Vatican State.

If your nationality is not listed above and you are a foreign visitor to the Ukraine, you will need to apply for a visa.

If you need a visa please check the regulations with your respective embassy as soon as possible. To find out more about country-specific visa requirements visit The Ukrainian Ministry of Foreign Affairs.
Arrival in Kiev

Boryspil International Airport (KBP)

Airport Transfer
If you are staying at the Hotel InterContinental an airport transfer can be arranged for EUR 38 per car / per way. To book the airport transfer please complete the ►Hotel & Airport Transfer Reservation Form.

Taxis
Official Taxis can be found in front of Terminal D. The duration of the journey by taxi from Boryspil International Airport to the Hotel InterContinental is 40-50 minutes. The taxi fare is around UAH 500.

International Airport Kyiv (IEV)

Airport Transfer
If you are staying at the Hotel InterContinental an airport transfer can be arranged for EUR 22 per car / per way. To book the airport transfer please complete the ►Hotel & Airport Transfer Reservation Form.

Taxis
The duration of the journey by taxi from the airport to the Hotel InterContinental is approximately 15 minutes. The taxi fare is around UAH 70.

Uber is also available at both airports. Rates from and to the airports may differ depending on time and traffic. Check the price estimator in your Uber App.

Forwarding of Promotional Material

Shipping to Kiev
In view of the numerous complications and costs that might arise from forwarding materials to Ukraine, we strongly recommend that you bring your materials with you to Kiev. This way you will avoid high customs clearance charges and unnecessary delays in delivery which were brought to our attention.

Delivery Date
Your materials for the ICEF Ukraine Focus should arrive on March 17, 2020 in Kiev (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly.

Package Preparation
When calculating the amount of promotional materials to send to Kiev, please bear in mind that you will have a maximum of 18 pre-scheduled appointments plus other meetings outside event hours that may be arranged. Some agencies may prefer to receive your information by e-mail or mail either prior to or after the event (see also the paragraph “Follow Up” at ►ICEF Event Procedures: Guidelines for First-time Participants).

Please refer to the ►Shipping Instructions & Delivery Label for detailed information, customs requirements and a delivery label template.

You can also upload documents into Marcom eSchedule PRO and make them available to agents prior to the event. You can upload up to five files with a maximum size of 5MB for all documents, accepted formats are pdf, doc, docx, xls, xlsx, ppt, pptx, pps, ppsx.
Scheduling Meetings

Scheduling Meetings Prior to the Event
Approximately 6 weeks prior to the event you will receive access to the Marcom eSchedule PRO online meeting scheduling system. Marcom eSchedule PRO allows you to select potential partners according to geographical origin, programmes, or date of inclusion in the system, as well as to send personalised meeting requests.

Please note that the deadline for confirming / requesting meetings is March 22, 9:00 Kiev time.

If you are using Marcom eSchedule PRO for the first time, we recommend to have a look at the ►Getting Started Information as well as ►Scheduling Meetings – Useful Hints & Tips or view Marcom’s ►video tutorials.

Scheduling Meetings During the Event
In case your meeting schedule is not full at the beginning of the event you will still have the possibility to maximise the number of your meetings on the morning of March 24 between 8:00 and 9:20 when additional meetings may be scheduled through personal contacts between participants.

Your Catalogue Entry

Company Profile
Once you have logged on to Marcom eSchedule PRO for the first time, you will be asked to edit your profile, which you may change at a later date. It is very important that you take the time to enter your institution’s description, as participants will use this information before requesting or confirming meetings with you and it will also appear in the ICEF Ukraine Focus catalogue. If you wish to add your logo and up to two representatives’ portrait-style pictures, please upload them into your profile.

Photos and logos should have the highest resolution possible (without exceeding the max. size of 4 MB) and can be uploaded in JPEG, JPG, PNG or GIF format (please make sure the representative’s name appears in the file name). If your files have a different format, please use the following ►image converter.

Please complete the catalogue entry by March 9, 2020 to ensure that your up-to-date company profile is included in the printed catalogue.
Collecting Your Badge and Welcome Pack Onsite

Onsite event registration will take place on Monday, March 23, from 16:00 to 19:00 at the ICEF hospitality and registration desk located in the Grand Ballroom Foyer on level -2 of the hotel. There you will receive your registration package including your badge, a print-out of your meeting schedule as well as the event catalogues. Participants arriving after the registration period stated above can register on Tuesday, March 24, from 8:00 onwards.

As the event is a protected trading environment, anyone not wearing a badge may not be admitted into the event area. Please also understand that for the same reason we cannot allow non-registered family, friends or staff to enter the event hall.

If you are new to ICEF Events, please have a look at the ►ICEF Event Procedures: Guidelines for First-time Participants with further useful event information.

Please refer to the ►Event Programme for further details

Meeting and Display Tables

Education providers will be able to access their meeting tables at 8:00 on Tuesday, March 24, 2020.

Meeting tables
Each meeting table will be covered with a table cloth and will have access to an electricity outlet. Table signage with name and logo of each institution will be provided.

Exhibitors will be able to access their display tables on Tuesday, March 24, 2020 from 8:00 onwards.

Display tables
Each display table will be covered with a table cloth and will have access to an electricity outlet. Table signage with name and logo of each institution as well as a literature display rack will be provided.
## Seminars

Recognising the importance of market trends and their impact on student enrollments, a number of seminars will be held on Monday, March 23, 2020, between 16:30 and 19:00.

A full programme overview will be available shortly.

## Refreshments and Lunch

Refreshments will be served on March 23 at 17:30 and on March 24 at 8:00, 11:00 and 16:00.

Coffee, tea and water will be available throughout the event.

Lunch will be provided from 13:00 to 14:20 on March 24 in the Golden Gate Room.

## Evening Networking Receptions

### Welcome Reception
Monday, March 23, 19:00 to 21:00 in the b-hush Lounge Bar on the 11th floor of the Hotel InterContinental.

### Dinner Reception
Tuesday, March 24, from 19:30 to 22:30 at the Hyatt Regency Hotel Kiev (5, Alla Tarasova Street).

The Hyatt Regency is located a short walk of 2-3 minutes from the Hotel InterContinental.

The dress code for both receptions is smart casual. Please note that participants not wearing their event badge may not be admitted.
Quick facts

Time zone: Kiev is 2 hours ahead of GMT.

Climate: Temperatures in March range between 0 and 5°C during day time and 0 and -5°C at night, rain and snow can be expected.

Currency: The official currency is the Ukrainian Hryvnia (UAH). For current exchange rates please see►XE Currency Converter. Credit cards are accepted at major restaurants, stores, hotels and other venues. It is advisable to hold some cash for small shops, taxis and public transport.

Public Transport: Taxis can be hailed on the street or pre-ordered by phone, some companies offer services in English, too. Uber is available. Kiev also has a metro system covering the area of the city. Further information can be found►here.

Electricity: 220 volts.

Plug type: C, E and F. Please bring your own adaptors, if necessary.

More information about Kiev can be found at the following website:
► www.visitkyiv.com.ua

If you have any questions prior to the event, please do not hesitate to contact us. We look forward to welcoming you to Kiev!

Kind regards,

Charlotte Irrgang