



## 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 ► [Grand Hyatt Rio de Janeiro](#) by **Friday, August 30, 2019**.

- Marcom eSchedule PRO opens on [August 5, 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 the event catalogue by [August 27, 2019](#).

Please remember to upload your photo!

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

Arrival in Rio de Janeiro on or after September 23, 2019.

- Marcom eSchedule PRO will close on [September 29, 2019, at 9:00](#) Rio de Janeiro time.

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

- Marcom Onsite will open on [September 29, 2019, at 13:00](#) Rio de Janeiro 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 Rio de Janeiro. Don't forget to bring plenty of business cards!