



WORK & TRAVEL USA

# INSTRUCTIONS AND DEADLINES

July Latin America Road Show – Winter 2019-20 Arrivals

There are six items required for Road Show participation. Because of travel booking deadlines, please send all documents on or before the dates indicated below. Fees may be imposed for late registration.

## DOCUMENTS DUE

Employer Profile:

**MARCH 14**

Hiring Service Agreement

**MARCH 14**

Employer Website:

**MARCH 19**

Attendee Registration:

**MAY 23**

Yellow Fever Vaccination:

**JUNE 11**

Employer Participation Agreement:

**ONE WEEK PRIOR TO DEPARTURE**

1. **Employer Profiles**

**(Complete in CIEE Host Portal)**

If you have not completed an Employer Profile with CIEE previously, please complete Seasonal and Job Profiles in the new CIEE Host Portal as instructed by your International Recruitment Consultant by **March 14**. Your Consultant will contact you to make any revisions needed for this specific event.

2. **Hiring Service Agreement**

**(Complete in CIEE Host Portal)**

One of these forms is required per company. Please complete this document in the CIEE Host Portal by **March 14**. Please note that unless you prefer to sign each Job Offer Form by hand, your signature will be pre-printed to be rendered to job offers at the event.

3. **Employer Websites**

**(Contact your International Recruitment Consultant by phone or e-mail)**

CIEE will create a special website to market your company and jobs in your chosen markets. Talk to your International Recruitment Consultant about features and benefits that make your jobs appealing to candidates. Please provide this information to your International Recruitment Consultant by **March 19**.

4. **Attendee Registration**

**(Submit form online at the event website)**

The information you enter helps us to understand your travel needs. Please also note that you must enter your name as shown on your passport. Please complete and submit your online registration by **May 23**.

5. **Yellow Fever Vaccination**

Those traveling from Peru to Costa Rica must carry with you an “International Certificate of Vaccination Against Yellow Fever” This yellow booklet is issued by your health care provider and is certification that you have received this vaccine. Without this card, you will be denied entry to Costa Rica. Please contact your health care provider to acquire this booklet and a vaccine, if needed, by **June 10**. This cost is not covered by CIEE.

(continued on reverse)



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### **6. Employer Participation Agreement (Return by mail, or scan and email)**

CIEE will tailor an Employer Participation Agreement for each company attending Road Show. Your International Recruitment Consultant will provide an agreement for your company. When you receive it, please sign and return it to [WEXevents@ciee.org](mailto:WEXevents@ciee.org) one week prior to departure.

Because of marketing and planning for the trip, we ask that you send all paperwork requested to arrive on or before the deadlines listed above.

**Please email all electronic documents to the CIEE Work Exchange Events Team - [WEXevents@ciee.org](mailto:WEXevents@ciee.org) or mail to:**

#### **CIEE**

Attention: Meg Diffley  
300 Fore Street, 5th Floor  
Portland, ME 04101