



WORK & TRAVEL USA

# INSTRUCTIONS AND DEADLINES

Portland Virtual Road Show – Winter 2019-20 Arrivals

There are five items required for Portland Virtual 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.

## DOCUMENT DUE

Employer Profile:

APRIL 25

Hiring Service Agreement

APRIL 25

Employer Website:

APRIL 30

Attendee Registration:

MAY 23

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 **April 25**. 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 **April 25**. 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 **April 30**.

### 4. Attendee Registration

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

The information you enter helps us to understand your travel needs. Please complete and submit your online registration by **May 23**.

### 5. Employer Participation Agreement

#### (Return by mail, scan and email, or fax)

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@cieee.org](mailto:WEXevents@cieee.org) **one week prior to departure**.

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

**Any completed forms to be mailed or faxed should be sent to:**

#### CIEE

Attention: Meg Diffley  
300 Fore Street, 5th Floor  
Portland, ME 04101  
Fax: 207-553-5271