



WORK & TRAVEL USA

INSTRUCTIONS AND DEADLINES

CIEE February Europe Road Show – 2019

There are five 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:
OCTOBER 17
- Hiring Service Agreement:
OCTOBER 17
- Employer Website:
OCTOBER 22
- Attendee Registration:
NOVEMBER 29
- Employer Participation Agreement:
ONE WEEK PRIOR TO DEPARTURE

1. **Employer Profiles (Complete in CIEE Navigator)**
If you have not completed an Employer Profile with CIEE previously, please complete Seasonal and Job Profiles in CIEE Navigator as instructed by your International Recruitment Consultant. If you have previously created profiles, your Consultant will contact you to make any revisions needed for this specific event by **October 17**.
2. **Hiring Service Agreement (Return by mail, or scan and email)**
One of these forms is required per company. Please return this form to us by **October 17**. Please note that unless you prefer to sign each Job Offer Form by hand (three per student), 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 **October 22**.
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—entering your name as shown on your passport—by **November 29**.
5. **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@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.

Please email all electronic documents to the CIEE Work Exchange Events Team - WEXevents@cieee.org. Any completed forms may be mailed to:

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