



WORK & TRAVEL USA

# INSTRUCTIONS AND DEADLINES

Portland Virtual Road Show – February 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.

## DOCUMENT DUE

Employer Profile:	OCTOBER 17
Hiring Service Agreement	OCTOBER 17
Employer Website:	OCTOBER 22
Attendee Registration:	JANUARY 3
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, scan and email, or fax)**

One of these forms is required per company. Please return this form to us by **October 17**. Your signature will 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 countries. 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 by **January 3**.

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