INSTRUCTIONS AND DEADLINES
March II Portland Virtual Road Show - 2020

There are four 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.

- **Host and Placement Profiles**  
  (Complete in CIEE Host Portal)
  Please complete seasonal Host and Placement Profiles in the CIEE Host Portal, as instructed by your International Recruitment Consultant, by **December 9**. CIEE will create special sites within Beacon to market your company and positions in your chosen sending countries. Talk to your International Recruitment Consultant about features and benefits that make your positions appealing to candidates, as well as upload photos and videos that will help generate interest.

- **Hiring Agreement Form**  
  (Signed in CIEE Host Portal)
  One of these forms is required per company. Please complete this form in the CIEE Host Portal by **December 9**.

- **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 **February 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** one week prior to departure.

Because of marketing and planning for the trip, we ask that you complete all of these forms on or before the listed deadlines.

Any completed forms to be mailed should be sent to:

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