INSTRUCTIONS AND DEADLINES
CIEE March Europe Road Show – 2020

There are several 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.

- **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 **October 17**. 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 photos and videos that will help generate interest. Please provide this information by October 17.**

- **Hiring Service Agreement**
  (Signed in CIEE Host Portal)
  One of these forms is required per company. Please complete this form in the CIEE Host Portal by **October 17**.

- **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 10**.

- **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 send all of the paperwork requested to arrive on or before the listed deadlines.

**Please email all electronic documents to the CIEE Work Exchange Events Team - WEXevents@ciee.org or mail to: CIEE, Attention: Meg Diffley, 300 Fore Street, 5th Floor, Portland, ME 04101.**