



## 2009 North American Boarding Schools Fair Registration Form

### **Section A: General Information**

Name of School: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Representative: \_\_\_\_\_ Direct E-mail: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

I would like to register for the 2009 North American Boarding Schools Fair which will be held in Hong Kong: -

**Date: November 7, 2009 (Saturday)**

**Venue: Conrad Hotel, Grand Ballroom, Pacific Place, Admiralty, Hong Kong**

- US\$1,150 Full participation  
 US\$350 Literature Only

### **Section B: School Profile**

The following information will appear in the fair brochure, which will be distributed to the students at the fair:

Name of School (*if different from above*):

\_\_\_\_\_

School Address (*if different from the correspondence address*):

\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact person (*if different from participating representative*): \_\_\_\_\_

Website address: \_\_\_\_\_

Email for students (*if different from the correspondence email*): \_\_\_\_\_

<b>No. of boarding students</b>	Boys: _____ Girls: _____
<b>No. of day students</b>	Boys: _____ Girls: _____
<b>Type of School</b>	Co-ed <input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/>
<b>Boarding grades</b>	6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>
<b>Percentage (%) of international students</b>	_____ %
<b>Tuition fees</b> (including Room and board)	US \$ _____ CAN\$ _____
<b>Other Expenses</b>	US \$ _____ CAN\$ _____
<b>Student Admission Deadline</b>	____/____/____ MM DD YY
<b>Type of Tests required</b>	TOEFL _____ SSAT _____ Others: _____
<b>ESL program</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Important notes:**

**1. Participation Guidelines**

Participation is open to all private high schools and boarding schools in the United States and Canada accredited by any of the recognized U.S. regional accrediting associations or their Canadian counterparts. Schools must be represented by staff sent from the North American schools. (As IIE promotes direct school-to-student communication, no third-party recruiters may participate.) Parents and alumni are welcome to represent a school so long as school personnel are also present.

**2. Facilities**

The fair will be held in the Grand Ballroom of the Conrad Hotel, which is conveniently located in the city's Central Business District and easily accessible by all major transportation. Each participating school will be provided a 3-by-5-foot table and two chairs, without a backdrop, as well access to electrical outlets (220V). Internet access will be available at additional cost.

**3. Publicity**

IIE is developing a comprehensive publicity campaign to promote the 2009 Fair. The strategic placement of press release and advertisements in local newspapers and magazines will be supplemented by the distribution of posters and flyers to local and international secondary schools. The fair will also be publicized online through IIE's website and mailing list.

**4. Additional Benefits**

**A fair brochure** will be distributed free to all students attending the fair and throughout the

year at IIE's advising center. As well as a general introduction to U.S. and Canadian independent schools, the fair guide includes detailed profiles of participating institutions, such as application requirements, language programs, fees, and contact information.

**A comprehensive country briefing** will be held by leading experts on the day of the fair to provide school representatives with the latest updates on the local education system in Hong Kong and trends in the flow of students to North America.

**Convenient shipping** is available for your publicity materials. Visit: - [www.iiehongkong.org/fair/bfair](http://www.iiehongkong.org/fair/bfair)

**5. Important Travel Note:**

U.S. and Canadian nationals are allowed to visit Hong Kong for up to 90 days without having to obtain a visa.

**6. All costs are in US Dollars. Please make cheques payable to "Institute of International Education" and send by September 15, 2009 to: -**

Institute of International Education  
Room 601, General Commercial Building,  
156-164 Des Voeux Road Central,  
Hong Kong

**Cancellation Policy:**

60+ days before the fair:	90% refund
30-59 days before the fair:	50% refund
0-29 days before the fair:	No refund

**7. For more enquiries, please contact:**

**Winnie Wong**

Operation / Business Development Manager  
Institute of International Education  
Room 601, General Commercial Building  
156-164 Des Voeux Road Central, Hong Kong  
Phone: (852) 2603-5771  
Fax: (852) 2603-5765  
E-mail: [wwong@iiehongkong.org](mailto:wwong@iiehongkong.org)