

U.S. Higher Education Fairs (Spring 2010) REGISTRATION FORM



REGISTRATION DEADLINES

Priority Registration Deadline (for inclusion of school profile in Fair Guide): **December 15, 2009**

Registration Deadline: **January 15, 2010**

Payment Deadline: **January 15, 2010**

Important Note:

To register, please send a copy of your registration by fax to (852) 2603 5765 or by email to schan@iiehongkong.org and print it out for your record.

IIE will process your registration and send the invoice/confirmation to you by email within 1 week. If you did not receive the invoice/confirmation, please resend a copy of your registration by fax to (852) 2603 5765 or by email to schan@iiehongkong.org to avoid delays.

The fair organizers ("We"), reserve the right in our sole discretion to enforce the fair guidelines set out on the fair website in order to maintain the integrity and safety of our fairs. We reserve the discretion to refuse entry to the fair venue to any third-party recruiters or agents. Should we be alerted to any violation of our institution representation guidelines by the presence of such recruiters or agents during the course of the fair(s), we reserve the right to require that the recruiter/agent leave the venue immediately. No refund or reimbursement will be made to institutions for any inconvenience caused due to any violation of the fair guidelines. In the event of a dispute, the decision of the fair organizers is final.

This registration form asks you information about your intended fair participation as well as information about your institution for publication which will be distributed to students attending each fair. You will not be able to submit the form without all the required information (*).

Step 1 of 4:

* IIE Member:

Yes No

* Institution Name (Non-Member):

* Address:

* City:

* State:

* Zip Code:

* Country:

* Contact Person:

* Title:

* Phone:

 - (Area Code) - Phone Number

* Fax:

 - (Area Code) - Fax Number

* Email:

*Programs Promoting at Fairs#:

Associate Undergraduate Graduate

ESL/Short-term/Summer

Others

Group Code (if applicable):

If you are representing primarily only one department or faculty (e.g. fine arts or business school) within a larger institution, please specify in the "Other(s)" section.

PARTICIPATION AND PAYMENT

All costs are in U.S. Dollars. If payment is not received by , your registration may be cancelled and your space at the fair given to institutions on the waiting list. Please note that space is limited, and fair(s) may be full before the registration deadline.

Step 2 of 4:

Schedule and Price Chart

Please indicate which fair(s) your institution wishes to attend:

Date	City	Price (US\$)		
		IIE Member	Non-IIE Member	Literature Only
Mar 9 (Tue)	Ho Chi Minh City, Vietnam	1,400 <input type="checkbox"/>	1,450 <input type="checkbox"/>	370 <input type="checkbox"/>
Mar 11 (Thu)	Hanoi, Vietnam	1,300 <input type="checkbox"/>	1,350 <input type="checkbox"/>	370 <input type="checkbox"/>
Mar 13 (Sat)	Hong Kong, China	1,400 <input type="checkbox"/>	1,450 <input type="checkbox"/>	400 <input type="checkbox"/>

Please make checks payable to **Institute of International Education** and send to:

Institute of International Education
 809 United Nations Plaza,
 New York 10017, USA
 Attn: Jessica Torres
 (U.S. Higher Education Fairs 2010)

Payment by wire transfer is also available. Please visit our fair website at <http://www.iiehkong.org/ufair> for details.

*Method of Receiving Invoice

I want to receive the invoice by: E-mail Mail Fax

CANCELLATION POLICY

60+ days before fair starts:	70% refund
30-59 days before fair starts:	50% refund
0-58 days before fair starts:	No refund

If payment has not been made at the time of cancellation, IIE will bill institutions for the portion of the dues after deducting the refund percentage.

REPRESENTATIVES

Please indicate who will represent your institution at the fair(s).

Note: Institutions may be represented by personnel (faculty, staff, or alumni) sent from the United States, by a faculty member temporarily residing in Asia on a research or teaching assignment, or by bona-fide local alumni with authorization from the university. **As IIE promotes direct school-to-student communication, no third party recruiters may participate. Each institution may have up to 2 representatives at each table.**

If no representative is given below, the contact person of this registration will be tentatively filled in as the representative of your institution for the fair sites that you have selected. To update your contact information after submitting this registration, please email .

Step 3 of 4:

Ho Chi Minh City, Vietnam	
Representative 1	
Name:	<input style="width: 95%;" type="text"/>
Title:	<input style="width: 95%;" type="text"/>
Email:	<input style="width: 95%;" type="text"/>
Phone:	<input style="width: 40px;" type="text"/> - <input style="width: 40px;" type="text"/> (Area Code) - Phone Number
Fax:	<input style="width: 40px;" type="text"/> - <input style="width: 40px;" type="text"/> (Area Code) - Fax Number
Representative 2	
Name:	<input style="width: 95%;" type="text"/>
Title:	<input style="width: 95%;" type="text"/>
Email:	<input style="width: 95%;" type="text"/>
Phone:	<input style="width: 40px;" type="text"/> - <input style="width: 40px;" type="text"/> (Area Code) - Phone Number
Fax:	<input style="width: 40px;" type="text"/> - <input style="width: 40px;" type="text"/> (Area Code) - Fax Number

Hanoi, Vietnam	
Representative 1	
Name:	<input style="width: 95%;" type="text"/>
Title:	<input style="width: 95%;" type="text"/>
Email:	<input style="width: 95%;" type="text"/>

Phone:	<input type="text"/> - <input type="text"/>	(Area Code) - Phone Number
Fax:	<input type="text"/> - <input type="text"/>	(Area Code) - Fax Number
Representative 2		
Name:	<input type="text"/>	
Title:	<input type="text"/>	
Email:	<input type="text"/>	
Phone:	<input type="text"/> - <input type="text"/>	(Area Code) - Phone Number
Fax:	<input type="text"/> - <input type="text"/>	(Area Code) - Fax Number

Hong Kong, China		
Representative 1		
Name:	<input type="text"/>	
Title:	<input type="text"/>	
Email:	<input type="text"/>	
Phone:	<input type="text"/> - <input type="text"/>	(Area Code) - Phone Number
Fax:	<input type="text"/> - <input type="text"/>	(Area Code) - Fax Number
Representative 2		
Name:	<input type="text"/>	
Title:	<input type="text"/>	
Email:	<input type="text"/>	
Phone:	<input type="text"/> - <input type="text"/>	(Area Code) - Phone Number
Fax:	<input type="text"/> - <input type="text"/>	(Area Code) - Fax Number