



## Office of Higher Education

### 2010 CIS International College & University Fair

in cooperation with IB Americas

at

The Awty International School  
Houston, Texas

**Monday, September 27 – 6:30pm to 8:00pm**

You are cordially invited to attend an international undergraduate college and university fair in Houston, Texas in September 2010. *The CIS Houston International College & University Fair is designed exclusively for grade 11 and 12 students currently studying in the International Baccalaureate Diploma Program, as well as students in grade 10 who aspire to the IB Diploma Program.* They and their parents will come from the greater Houston area, across the state of Texas and throughout the neighboring Southeastern states for this unique event. The fair is an ideal opportunity for CIS member institutions from the US and around the world to meet with qualified prospective students already engaged in an international education on the secondary level here in the US.

#### Schedule

5:30pm to 6:30pm	Registration and Setup
6:30pm to 8:00pm	College & University Fair

#### Conditions of Participation

- Registration is restricted to a maximum of 70 institutions.
- Registration is limited to CIS Higher Education members.
- Participating institutions must demonstrate a commitment to the IB through a clearly stated institutional recognition policy
- Institutional representatives must be members of the admission/recruitment staff.
- A maximum of two persons per institution is permitted.
- A geographically diverse representation of institutions will be sought.

#### Included Features

- A table, chair, table sign and bottle of water for each participating institution
- Hospitality room with refreshments.
- Access to a preferred rate at a nearby host hotel: see the CIS website for details.
- Transportation roundtrip from the host hotel to Awty.

#### Travel Tip

- For those attendees traveling from the CIS Fair in San Francisco, please note that there are a number of flights departing SFO early morning on September 27, arriving in Houston by 2:00pm. We strongly recommend booking a flight that arrives no later than 2:00/2:30pm due to traffic in Houston.

**\* PLEASE NOTE, DUE TO SPACE RESTRICTIONS, WE WILL BE UNABLE TO PERMIT ANY INSTITUTIONAL FLOOR DISPLAYS IN THE COLLEGE DAY VENUE.**

## REGISTRATION INSTRUCTIONS

**Deadline: Friday 15 July 2010**

**Registration is complete only after full payment has been received and is confirmed on a first-complete, first-served basis.**

**Due to space limitations, only complete registrations will be processed.**

1. Clearly and thoroughly complete the 2010 CIS International College & University Fairs Registration Form and check the box for the Houston Fair
2. Include your registration fee payment of US\$255 for payments received before 15 July or US\$355 late registration for payments received after 15 July (see below for late registration policy)
3. Return your form and payment to the Council of International Schools at:

Council of International Schools  
Office of Higher Education  
401 East State Street, Suite 405  
Ithaca, NY 14850 USA

Tel: +1.607.272.5758  
Fax: +1.607.272.5051  
Email: [cisus@cois.org](mailto:cisus@cois.org)

### Registration Fee Payment

Payment may be made by institutional check made payable to Council of International Schools or via credit card. Institutions wishing to pay the registration fee via credit card may do so by contacting the CIS Office of Higher Education at [cisus@cois.org](mailto:cisus@cois.org). Please notate 'CIS Houston Fair' on all payments.

### Late Registration

Late registration (for payments received after 15 July) will be accepted on a space available basis and only at the late registration fee. Registrations received after 10 August will be accepted on a space available basis and *without inclusion in event publicity*.

### Cancellation & Refund Policy

Cancellations are accepted via fax or e-mail *only* according to the following cancellation and registration fee refund policy:

- Dated on or before 15 July ~ Full refund of paid registration fee
- Dated after 15 July ~ No refund

### Confirmation

Upon receipt of completed registration form, registrants will receive an initial acknowledgement. A detailed confirmation including instructions for advance shipments of university brochures will be distributed to all registrants via e-mail in late August 2010. Details regarding a hotel choice with preferred rates are available on the CIS website. If you have questions, please do not hesitate to contact us.

E-mail: [cisus@cois.org](mailto:cisus@cois.org)  
Telephone: +1.607.272.5758  
Fax: +1.607.272.5051  
Website: [www.cois.org](http://www.cois.org)