



Office of Higher Education

2010 CIS International College & University Fair

in cooperation with IB Americas

hosted by

**French-American International School
San Francisco, California**

Sunday, September 26 – 1:00pm to 3:00pm

You are cordially invited to attend an international undergraduate college and university fair in San Francisco, California in September 2010. *The CIS San Francisco 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.* Students and their parents will come from the greater San Francisco area, across the state of California, and from the neighboring 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

12:00pm to 1:00pm	Registration and Setup
1:00pm to 3:00pm	College & University Fair
3:00pm	Reception with French-American International School Administrators

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, including a box lunch
- Reception (immediately following fair)

Travel Tips

- Book your hotel early. September is a busy time in San Francisco.
- For those traveling to the CIS Fair in Houston, please note that there are a number of flights departing SFO early morning on September 27, arriving by 2:00pm in Houston. 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 San Francisco 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

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. *Please notate 'CIS San Francisco 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. If you have questions, please do not hesitate to contact us.

E-mail: cisus@cois.org
Telephone: +1.607.272.5758
Fax: +1.607.272.5051
Website: www.cois.org