



## Office of Higher Education

# GENEVA COLLEGE NIGHT

6:00 PM TO 8:30 PM

28 September 2010 ~ TUESDAY

INTERNATIONAL SCHOOL OF GENEVA – LA CHATAIGNERAIE  
FOUNEX, SWITZERLAND

**Registration Deadline: Friday 16 July 2010**

You are cordially invited to attend an undergraduate college and university orientation event organized by the Council of International Schools for both international and Swiss national students. With one of the largest concentrations of international schools in the world, Switzerland is the perfect venue to recruit from a diverse pool of admission candidates. The CIS Geneva College Night primarily serves the Western portion of Switzerland, while the CIS Zurich College Night serves the Eastern portion of Switzerland.

The CIS Geneva College Night will be held at the La Chataigneraie campus of the International School of Geneva in Founex, Switzerland.

### The schedule for the day is:

4:30pm - 5:00pm	Arrival and set up
5:00pm - 6:00pm	Buffet Supper for representatives
6:00pm - 8:30pm	College Night

### CIS will provide:

- A table, chair and table sign for each participating institution
- A pre-event buffet supper & coffee/tea/water during the event
- Program brochure for all student attendees
- Publicity in the form of flyers and e-mail announcements to schools

### Conditions of Participation:

- Registration is limited to a maximum of 90 institutions.
- Participating institutions must hold US Regional Accreditation or recognition from their host country's Ministry of Education. *Verification may be requested.*
- Satellite campuses are required to register under the name of their main campus.
- Participation is limited to members of the admission/recruitment staff, alumni, professors or current students. Participation by institutional agents is not permitted.
- Participation is limited to a maximum of two persons per institution.
- Priority is given to current CIS Higher Education members.

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

*Please refer to the reverse side of this invitation for registration instructions and policies.*

## REGISTRATION INSTRUCTIONS

Deadline: Friday 16 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. Please bear in mind that the fair fills very quickly and that late registration may not be possible.

1. Copy the enclosed 2010 Registration Form
2. Clearly and thoroughly complete the form and check the box for Geneva College Night  
(a separate form must be submitted for each event in which you wish to participate)
3. Include your registration fee payment of US\$395 for payments received on or before 16 July or US\$500 late registration for payments received after 16 July  
(see below for late registration policy)
4. Return your form and payment to CIS 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

5. Submit your 100 word (maximum) institutional profile via e-mail to [cisus@cois.org](mailto:cisus@cois.org). CIS reserves the right to edit profiles that exceed the 100 word limit.

### Registration Fee Payment:

Payment may be made by institutional check (made payable to CIS) 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 'Geneva College Night' on all payments.)

### Late Registration:

Late registration (for payments received after 16 July) is accepted on a space available basis and only at the late registration fee. Those received after 30 July 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 16 July ~ full refund of paid registration fee
- Dated after 16 July, but on or before 30 July ~ 50% refund of paid registration fee
- Dated after 30 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 and recommendations for hotel accommodations will be distributed to all registrants via e-mail by late August 2010. If you have questions in the interim, 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