



Committee for Europe, the Middle East and Africa

November 2010 CIS College Fairs in Europe

Fair Registration Form

*Please complete and return this form, along with full payment, to the CIS Office of Higher Education no later than
Friday 1 October 2010.*

Institution: _____

Participant's Name: _____

Professional Title: _____

Address: _____

City: _____ **State:** _____ **Zip/Postal Code:** _____ **Country:** _____

Office Telephone: (____) _____ **Office Fax:** (____) _____

Email Address: _____

Fair Selections and Fees (please indicate the fairs in which you plan to participate):

<input type="checkbox"/>	The Hague, Netherlands American School of The Hague	Thursday 11 November 10.00am to 12.00pm	US\$250.00
<input type="checkbox"/>	Frankfurt, Germany Frankfurt International School	Friday 12 November 9.00am to 11.00am	US\$250.00
<input type="checkbox"/>	Rome, Italy American Overseas School of Rome	Monday 15 November 12.30pm to 2.30pm	US\$250.00

TOTAL REGISTRATION FEE: US\$ _____

Additional details regarding each fair will be sent to registrants.

To the fullest extent permitted by law, the Applicant/Participant and the Applicant/Participant's Institution shall release any and all claims and agree to defend, indemnify and hold harmless CIS and all of its affiliates, subsidiaries, members, agents, directors, officers and employees from and against any and all claims, damages, losses and expenses (including costs of litigation and attorneys' fees) for injury to person (including all bodily injury, sickness, disease or death) and damage to property (including the loss of use thereof) arising out of or occurring in connection with the execution of this Agreement, specifically the November 2010 CIS College Fairs in Europe Registration Form, regardless of whether such injury or damage is caused in part by a party indemnified hereunder.

I understand and agree to the Conditions of Participation for all CIS Fairs and to the Terms and Conditions specific to the fair(s) for which I am registering. This registration is considered to be a contract:

Date: _____ **Signature of Participant:** _____

TERMS OF PARTICIPATION

Participation includes

- Access to all students attending the fair
- Information listing fair address, time and contact information
- A sign with university name (provided at first fair location)
- Table and chair will be provided, but facilities may vary

Conditions for individual fair participants

- Registration and payment must be received by CIS Office of Higher Education not later than Friday 1 October 2010
- Participation is limited to current CIS Higher Education Members
- Space is limited and registration is on a first-come, first-served basis
- Late registrations, received after 1 October, will be permitted on a space available basis until 8 October. Late registrants may not be included in promotional materials.
- In the event of cancellation, 50% of fees are refundable if written notification is received between 2 October and 8 October. No refund can be made if cancellation is received on or after 8 October.
- Representatives must be a full-time employee or an alumnus/alumna of the institution
- Arrival at fair venue 30 minutes prior to fair is expected
- Professional business attire is requested
- Beginning to ending of event/fair coverage at table is required
- CIS Code of Ethics observed
- Participants must sign the standard CIS tour liability waiver located on the registration form

PAYMENT INSTRUCTIONS

Payment may be made by institutional check, wire transfer or credit card.

Payments submitted by check must be US\$ drafts drawn on bank accounts with a US branch. We are unable to accept eurochecks. Please remit your payment and registration form to:

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

Tel: 607.272.5758
Fax: 607.272.5051
E-mail: cisus@cois.org

Credit card payments can be made easily by completing the authorization form provided. Please note there is a 4% credit card processing fee which must be included in your total.

Wire transfer payments If you wish to pay via wire transfer, please contact us via e-mail at cisus@cois.org

Questions regarding the CIS Europe College Fairs may be directed to the Committee member responsible for fair coordination:

Jackie Girard Vogl, SUNY Plattsburgh
jackie.vogl@plattsburgh.edu