



terms & conditions:

application, deposit and registration procedures:

Institutions are required to complete an online application and pay a \$1,000 - \$2,000 deposit, depending on the tour. Use this form to indicate which events you plan to participate with. Actual registration and payment is done with the registration form, which can only be accessed from a password-protected webpage.

If your institution is eligible to participate and there is space, you will be provided access to the registration and payment site

registration and payment deadlines:

In order to guarantee participation with Preview forums and related mini-fairs and receptions, and inclusion of your institution information on our printed materials, we must receive your application and deposit by the published application deadline for each Preview tour.

Deposits received after this date, are reviewed on a space-available basis, and inclusion in printed materials such as the Preview poster cannot be guaranteed.

Final payment is due by the published payment deadline. Late payments are subject to a \$250 late fee.

costs for 2017-2018:

Preview forum:	\$800-\$1,000/event
Mini-forum:	\$600/event
Mini-fair & mini-forum	\$750/day
Mini-fairs (2-3/day):	\$500/day
Mini-fair:	\$350/event
Educator Receptions:	\$250/event

cancelation and refunds:

deposits

Deposits will be refunded in full within 48 hours from the deposit deadline if Preview decides an Institution is not able to participate due to non-eligibility or space limitations.

Deposits are non refundable if an institution decides not to participate.

payments

registrant cancelation refund policy:

75% refund if cancelation notice is received before final payment deadline.

25% refund if cancelation notice is received after final payment deadline, but 30 days prior to event(s).

10% refund if cancelation notice is received 15 days prior to event(s).

Preview organizer cancellation refund:

Preview reserves the right to cancel forums, mini-fairs and receptions due to unforeseen circumstances. In this case Preview will refund the full amount less a processing fee of \$50 per cancelled event.

late payment:

Payments not received by the final payment deadline incur a late fee of \$250.

Preview reserves the right to deny access to forums, mini-fairs and/or receptions if full payment has not been received by the day of the event.

services included:

Preview forums:

Table, chairs, tablecloth, electrical and wifi at the forum venue(s).
Signage and inclusion in the flyer and map information for the forum(s).
Scheduled presentation in theatre style presentation room with AV equipment for 20 minutes.
Lunch, waters and snacks at the forum venue -if advertised as being included in the event.
Round trip transportation from the forum hotel(s) to the forum venue.
Inclusion in all local Preview promotional materials: print, web and local social media sites.
Inclusion of institution name, logo, and website in all local advertising, flyers and posters.
Arranged meetings with local educational organizations and ministries when possible.
Contact information of (pre)registered attendees indicating an interest in your institution.
Analytic reports of attendance demographics within 1 month from the forum(s).

Preview mini-fairs:

Table, chairs, and wifi at the schools included in the mini-fair(s).
Scheduled presentation time -with AV equipment when available (at the discretion of hosting schools)
Lunch, waters and snacks during the day- if advertised as being included in the event(s).
Transportation between the forum hotel(s) and the mini-fair school(s).
Introductions to, and meetings with, key school officials and teachers.

Preview receptions:

Attendance at local reception to meet with invited local high school guidance staff and teachers, college staff and faculty, staff from art centers, education agencies and related organizations.

services NOT included:

Preview does NOT provide any visa support services. It is the responsibility of participating institutions to research and secure required visa and related travel documents for their traveling staff.

Preview does NOT provide or pay for air, train, or other transportation, other than the ground transportation specifically contracted for each event as indicated on the registration and payment forms. All contracted ground transportation is ONLY between the forum hotel(s) to the specified venue(s) and/or to/from the airports as indicated above.

Preview does NOT provide or pay for local lodging. Whenever possible, Preview provides (but does not guarantee) blocks of rooms at reduced rates at one or two forum hotels near each Preview forum. These rooms will be reserved under the group name "Preview forum" until the reservation deadline specified.

Preview does NOT provide for or guarantee arrangements for shipping materials to any of the Preview forum venues or hotels. All shipping arrangements are the responsibility of participating institutions. Preview will provide detailed and comprehensive shipping instructions and address details at least one month prior to the event dates.

conditions of responsibility/liability

International Portfolio Review Forum LLC (Preview), reserves the right to make changes to hotel and venue locations and to ground transportation arrangements if, in its judgment, this becomes necessary or desirable and is in the best interest of the participants.

Preview acts as the representative for participating institutions and their representatives only with respect to arrangements for forum events and venues, publicity, and other services specified above, and as such holds itself free from liability for any loss, injury, delay, or damage from any cause beyond its control.

Participants will make their own arrangements regarding personal insurance and trip contingency.