

AGENTS CODE OF PRACTICE

The workshop will be conducted in English and a working knowledge of the language is required.



Registration fee of €110 (excl. VAT) is non-refundable. However, if agents attend all meetings s/he signs up for, a refund of €100 (excl. VAT) will be affected. **Registration fee has been waived!**

FELTOM reserves the right to refuse any application.

Meeting Manager:

- Register on Meeting Manager as soon as participation has been confirmed.
- Ensure that Meeting Manager schedule has at least 90% of meetings booked as soon as possible.
- Be punctual for meetings. Should you know that you will be late for a meeting, kindly inform FELTOM staff members as early as possible, for them to inform schools accordingly.
- Print agenda once all your meetings are set.

Your feedback is essential to us providing a successful workshop for both agents and schools. Please let us know if there is anything we can assist you with.