

# What to Expect When IECA Members Visit Your Campus



*IECA Sponsored Tours are arranged by the IECA office staff to provide continuing education and are available to all member consultants on a first-come, first-serve basis.*

## **PRIOR TO THE TOUR**

### **Participants:**

- Will prepare for visits by reading college, school or program web sites and other materials.
- Understand that they are required to attend the entire day's itinerary
- Will avoid last minute cancellations.

## **DURING THE TOUR**

### **Participants should:**

- Arrive on time and strictly adhere to the pre-arranged tour schedule.
- Ask questions that demonstrate their interest in understanding the host institution and providing "good matches" for their students.
- Turn off cell phone ringers prior to leaving the bus and refrain from using cell phones and laptops, except for the purpose of taking notes. Recording using "Smart Pens" and other devices and taking pictures will be allowed only if permitted by the host institution, and then only with respect and discretion.
- Provide their own meals and snacks if they have dietary concerns.
- Communicate questions, concerns or emergencies to the tour facilitators.

### **Participants should not:**

- Ask questions during a tour that challenge an Institution's educational philosophy or admissions practices.
- Discuss specific clients during public question and answer sessions.
- Conduct personal or business phone calls or text messaging during the visit.

**Adherence to these guidelines is required. Please report any violations to the IECA office.**