

Expectations and Code of Conduct for IECA Sponsored Campus Tours



IECA Sponsored Tours are arranged by the IECA office staff and are available to all member consultants on a first-come, first-served basis. Because IECA is sponsoring the tours, it is important that all participants be willing to abide by the following guidelines:

PRIOR TO THE TOURS

Participants should:

- Prepare for visits by reading school Web sites and other materials in advance of the visit.
- Plan their itinerary carefully to coordinate with tour activities.
- Avoid last minute cancellations unless there is an emergency.
- Share serious dietary concerns with the IECA staff at time of tour registration. We will alert the host institutions to these issues. However, there may be times when it is not possible to accommodate special dietary needs and tour participants will have to bring their own food.
- Pay the full fee prior to any tour. Refunds will not be granted within three weeks before the tour due to contractual arrangements with transportation companies.

DURING THE TOURS

Participants should:

- Arrive on time and strictly adhere to the IECA tour schedule.
- Remember that we are guests of the tour institutions and represent IECA.
- Be aware in dress and demeanor that tours are a business meeting.
- Turn off all cell phone ringers and beepers when you arrive on campus and refrain from using any PDAs during formal parts of the campus visit. Bus time is generally ample for taking care of business.
- Avoid using a laptop for any purpose other than to take notes during your campus visit.
- Do not ask questions during a tour that challenge an institution's educational philosophy or admissions practices.
- Carefully phrase questions in a diplomatic manner.
- Do not bring up specific clients during a public question and answer session.
- Avoid questions at an information session that solely focus on "getting in" but, as IECA member consultants, continue to stress our interest in understanding the college, school, or program, and "the match."
- Do not chat with each other during campus tours and information sessions.
- Plan to attend the entire day's itinerary.

Enjoy the Tour!