

# Expectations and Code of Conduct for IECA Sponsored College Tours



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

## Before You Tour

Participants should:

- Prepare for visits by reading college websites and other materials.
- Plan your 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.
- 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 Your Tours

Participants should:

- Arrive on time and strictly adhere to the proposed IECA tour schedule.
- Remember that we are guests of the tour institutions and represent IECA; even the simple act of cleaning up after oneself fosters good will. Example: do not leave trash in an information session room or elsewhere.
- Be aware that tours are a business meeting.
- Dress professionally.
- Turn off all cell phones and beepers when you arrive on campus and refrain from using any PDAs during your 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 a college'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 and "the match."
- Do not chat with each other during campus tours and information sessions.
- Plan to attend the entire day's itinerary.

## General Etiquette

- IECA members do not market their consulting services while they are guests of the host school.
- IECA members do not take photos of students, even with permission, and should not make photos, video, or voice recordings in which students or faculty are easily recognizable. In the view of IECA, students and faculty have a certain reasonable expectation of privacy that includes the use of their image and voice; faculty and staff are speaking from professional to professional and their comments are not for public consumption. It is the policy of IECA that members respect that privacy.
- With the intention of inclusivity and promoting the sharing of information, we ask attendees to look for opportunities to network with new colleagues on the bus. Therefore, members on the tour should not save seats or leave belongings on seats at the end of the day. To encourage this interaction, please find a new seat, and possibly a new seatmate, each day.