# International Delegations - FAQs

**How do I express interest in setting up an international delegation visit?**

Send a completed [International Delegations Program - Request for Information form.docx](https://edugate.eduweb.vic.gov.au/edrms/IED/_layouts/15/WopiFrame.aspx?sourcedoc=/edrms/IED/MSCEintDel/Resources/DE%20International%20Delegations%20Program%20-%20Request%20for%20Information%20Form.docx&action=default) to the IED Stakeholder Engagement team at ied.stakeholder.engagement@education.vic.gov.au **at least 3 months** before the intended visit time.

**Do I need to provide additional documentation with my request for information form to set up a delegation?**

Identifying specific topics and areas of interest within [the department](https://www.vic.gov.au/organisation-chart-department-education) will assist the team to expedite your request. Further information may be requested by our team to best assist your request.

**What should I expect once I have submitted my completed Request for Information form?**

You should expect a response from the Stakeholder Engagement team in 2-4 business days.

**What services does the International Education Division provide?**

The Stakeholder Engagement team will provide support and guidance with:

* liaising with appropriate program areas
* drafting a program/agenda
* booking a venue and organising building access
* catering
* audio visual resources
* photos
* sourcing interpreters.

Flights, accommodation arrangements, transport, interpreting services and visas are the responsibility of incoming delegates.

**I need to postpone or cancel my delegation – what do I need to do?**

We understand circumstances can change. If you need to postpone or reschedule your plans, please contact the IED Stakeholder Engagement team at ied.stakeholder.engagement@education.vic.gov.au **as soon as possible** . Based on notice lead time, costs for non-refundable services such as catering, and venue hire may be incurred and charged to the delegation.

**Who can I contact if I have further questions regarding the International Delegations Program not listed here?**

Please direct any queries relating to international delegations to the IED Stakeholder Engagement team at ied.stakeholder.engagement@education.vic.gov.au