



Counselor Strategy Guide

Preparing Your Students for College Fair Success

FOR HIGH SCHOOL COUNSELORS & TEACHERS • BICF 2027

The Bahamas International College Forum (BICF) brings 20–40 international universities to Bahamian students at no cost. This guide helps you prepare, guide, and follow up with your students to ensure they leave with real opportunities.

BEFORE THE FAIR

1. Schedule Your Session

BICF runs two sessions:

- **Morning** 9:30 – 11:00 AM
- **Afternoon** 11:30 AM – 2:00 PM
- Register early to secure your preferred slot
- Coordinate bus transport with administration

2. Communicate with Parents & Students

- Send a letter home with logistics and purpose
- Share bicfbahamas.com so students can research universities ahead of time
- Ask students to prepare 3–5 questions for recruiters
- Remind students: dress neatly, bring a notebook

3. Assign Student Roles

Role	Responsibility
Navigators	Map out which university booths to visit before arriving
Question Leaders	Practice and lead questions at each booth
Note-Takers	Capture key information and contacts from each conversation

AT THE FAIR

Action	What to Do
Check-In	Arrive at the BICF registration desk and collect your school's materials
Stay Mobile	Circulate among students — ensure every student is actively engaging
Take Notes	Record which universities your students showed the most interest in
Collect Materials	Help students organize brochures, business cards, and contact info

AFTER THE FAIR

Step	Action
Debrief	Within 48 hours, hold a group discussion about what students learned
Follow-Up	Encourage students to email every recruiter they connected with
Track	Use the BICF post-fair student data report provided to registered counselors

Feedback	Complete the BICF counselor feedback survey to help us improve each year
----------	--

Quick Reminder

Remind students to dress neatly, introduce themselves confidently, and ask specifically about financial aid and scholarship opportunities. The quality of a student's questions often determines the quality of the follow-up they receive.