



European Travel Planning Handbook

Provide Select Travel With All the Essential Information to Create Your Study Abroad Program.

Even if rocket science is the subject, planning a successful trip shouldn't be. We're here to help, whether it's your first time leading a trip and creating a new faculty-led program or a seasoned traveler who needs support improving an existing itinerary, we'll make it easy for you to make your vision a reality. **When Requesting a Proposal, information in this handbook are components of your planning process to consider.**

STEP ONE	Request a Proposal	4
STEP TWO	Review Your Proposal	8
STEP THREE	Enrolling Students	10
STEP FOUR	While in Europe	12
STEP FIVE	Returning Home	14

.....

STEP ONE

Request a proposal

1 When do you want to travel?

Start planning 6-24 months before you travel. January-March is the most popular time in the academic calendar and also offers off-peak airfares! Once you have your concept in mind, it's time for our conversation to begin. We start by listening to your ideas, so we can fully understand what you want to achieve in your program.

2 Where do you want to go?

We can bring your vision to life anywhere in Europe that suits your curriculum. Theatre in Stratford upon Avon, Criminal Justice in the Netherlands? The choice is yours.

3 How long do you want to travel for?

Most programs average 7-14 days but can be as long or as short as you wish.

STEP ONE

Request a proposal

4

What do you want to achieve and what are your learning outcomes?

We can help you define which activities, workshops and meetings with international professionals best suit your goals.

5

How will the program fit in with your curriculum?

Will you award credits?

Many Professors schedule pre and post trip study sessions to fully integrate the program into the syllabus and award credits for participation.

6

What are your university's processes for approval and deadline schedule?

Always check in with your Study Abroad/Global Engagement team as soon as possible in the process.

STEP ONE

Request a proposal

7 How will I get the minimum enrollment number of ten students? Do I want to partner with another department in the program?

Smaller schools often choose to open the program enrollment to other departments to attract the minimum number of 10 students + one faculty. We can create a multi-disciplinary program for you where students share flight and accommodations, but have different study schedules during the day. All our tours are private, we never combine groups unless requested.

8 How will I successfully promote the program to my students to make it a must-do experience?

There are many ways to promote the trip including launch events, websites, posters, word of mouth, talk with your Study Abroad Office to find out what resources are available.

STEP ONE

Request a proposal

Additional Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

STEP TWO

Review your proposal

We provide a detailed proposal. Carefully review

Once you have defined your objectives we will then develop your academic and cultural vision into a practical and high-value reality in the form of a program proposal. We will send you your dedicated proposal which you can then review with faculty and/or the study abroad office.

Custom, one of a kind educational experience.

Every aspect is custom designed for you and exclusively for your university, so at this stage we can fine tune all the details and budget together. Our flexibility even runs to our booking terms and conditions.

Flexibility and exceptional value.

We understand no two universities, academic calendars and student bodies are alike. We will work with you to be as flexible as possible on deposit schedules and all terms and conditions. It's a fact...the best planned program is worthless if it's too expensive and you can't get the minimum enrollment of ten students! So, all our programs guarantee exceptional value for students and faculty alike -meaning academic integrity, quality travel arrangements unforgettable experiences and a long-term career investment-all at an affordable price.

STEP TWO

Review your proposal

STEP TWO

Review your proposal

Additional Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

STEP THREE

Enrolling Students

Upon completion of the agreement process and sign off from your Institution we move into the operational phase.

Enrolling Students—your key to success. No study abroad program can succeed without students. Your roll is key to creating excitement and enrolling the minimum number of students. **We only need a minimum 10 students**, plus one faculty member to run your university's dedicated academic European study program.

We never stop working for you.

Your Select Travel Program Planner will ensure you are kept informed of progress as our European team puts your trip into place. We will also work with you to make sure all deadlines are adhered to and we offer guidance on passports, visa requirements, any individual student needs such as extending their time in Europe, personal insurance plus health and safety questions.

Refine the Syllabus and work with your administration.

Once your full itinerary is set, you can start refining your existing course syllabus to reflect the academic activities you'll be doing abroad. Work with your administration to make sure everything aligns with your school's curricular requirements and that your program qualifies for academic credit and if they offer materials and advice on promotion.

Now you're ready to travel.

Now you've found the right students to travel with, it's time to go abroad. With our worldwide support, you're free to do what you do best in the places that give your curriculum the most impact. All tour documentation is delivered in an environmentally conscious electronic format suitable for viewing on smart phones and tablets.

STEP THREE

Enrolling Students

Additional Notes. Student Information.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

STEP FOUR

While you are in Europe

All Our Guides are English Speaking.

Upon arrival in Europe, every program is met by our professional English-speaking Select Travel Study welcome guide. Other languages are available upon request.

Getting Your Group Oriented.

Orientation sessions are conducted in collaboration with the faculty to familiarize students to the traditions and conventions of their host country. Your Program Planner will keep in regular contact with our European based ground teams who in turn will always be in contact with you.

Our Team is with you through every step of the travel experience.

In keeping with our ability to construct programming to your needs, so the level of local guide and escort support is tailored to your specific requirements. We can arrange for programs to be fully escorted, or to have local step on guides for certain activities or you can be fully independent - it's always your decision.

In Case of Emergencies.

Our 24/7 emergency team also remains available as needed. The unexpected can occur and for better or worse recent events both natural (think ash cloud...) and man-made (think airline strikes and terrorist incidents) have obliged us to initiate contingency plans to both reroute, re-accommodate or repatriate programs.

STEP FOUR

While you are in Europe

Additional Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

STEP FIVE

Returning Home

We value faculty feedback as a key to our success.

We value faculty feedback as a key to our success, so we always schedule a follow up with you on your return home. It is a wonderful opportunity to reflect and review what worked well and what might be tweaked for future years. You also have the opportunity to complete a written survey.

We are proud to have earned the trust and loyalty of universities across the USA, Canada, Australia, New Zealand, South Africa and Europe and we will be delighted to welcome you to our ever growing circle of friends and clients. Your kindness in spreading the word about our services to your fellow faculty is always the greatest compliment we can receive.

It is also an opportunity for you to create a legacy for your program, both with your institution and with us. We are always excited to share your imagery and testimonials or our social media to inspire and engage future faculty leaders.

STEP FIVE

Returning Home

Additional Notes

[illegible]



West 115 Century Road, Suite 330
Paramus, NJ 07652, USA
Tel: 800-752-6787
Fax: 201-265-6126