



*Discover the Similarities...  
Share the Differences...*

Dear Group Coordinator,

We are thrilled that you are interested in leading a group travel program abroad. We commend you for your efforts of integrating cross-cultural travel with your vacation. While the benefits of traveling abroad are to get away and relax from the nuances of your world, *Cultural Embrace* takes pride in creating itineraries that will integrate you and your travelers with the local cultures, so that you are more than just a tourist. We know your time is invaluable, so *Cultural Embrace* will alleviate any unnecessary time, energy and frustrations it takes for you and your institution to organize overseas opportunities. Our expertise and service will allow you to focus on what you specialize in—the students and their education.

Why use **Cultural Embrace**?:

- ◇ *Experience*—Our team has managed travel operations in over 70 countries in 6 continents.
- ◇ *Support/Service* – Personalized service with an International Programs Coordinator assigned to you for all pre-departure assistance and a bi-lingual Local Coordinator while abroad.
- ◇ *Variety* – Unique cultural opportunities are available to enhance integration abroad. (ie: community service projects, arts/culinary/language activities, work/intern, site visits, etc)
- ◇ *Convenience* – We pre-arrange all operational details, such as: transportation, meals, accommodations, classrooms, lectures, excursions, activities, etc.
- ◇ *Safety* – Health, Accident and Liability Insurance available with all programs. Our emergency medical hotline connects you into a worldwide support network. All of our Local Coordinators are equipped with mobile phones to ensure direct communication for any urgent needs.
- ◇ *Cost Efficiency* – We work with the best ground suppliers, airlines, hotels, schools, etc, and negotiate the best group rates, so we can pass the savings to you!

**Cultural Embrace** has a number of programs throughout the globe, with established itineraries that we can share with you, or we can customize a program to fit your schedule, budget, interests, personal and professional goals. We will help you through each step, so that your program will meet your curriculum objectives with hassle-free travel arrangements.

What to do next?:

1. Fill out the Group Customized Program Request (attached). Email, post, or fax this to **Cultural Embrace** (CE) for us to work on a proposed program.
2. You will receive a proposed program within 2-3 weeks from a CE International Programs Coordinator. This Coordinator will be working with you closely to design a program that will best meet your expectations. Once you approve the program, we will have a final proposal available with program fees and details within 2-3 weeks.
3. Once the final proposal is approved, your Coordinator will start making logistical arrangements.
4. In the meantime, you will be recruiting participants with CE's marketing support.
5. Get ready to take an adventure of a lifetime! CE will provide you with pre-departure cultural information kits.

We look forward to assisting you, your institution, and students needs. Please feel free to contact **Cultural Embrace** if you have any questions.

Warmest Regards,

Emlyn Lee  
President



## Group Travel Program Request

### CONTACT INFORMATION:

Group Coordinator's Name:

Mailing Address:

Home Phone Number:

Work Phone Number:

Email Address: Fax Number:

Best time to be reached:

Preferred way to contact?  Phone  Email

Have you led an international program before?  Yes  No

Has your institution offered this destination before?  Yes  No

Anticipated Number of Participants:

Will there be a co-group coordinator?  Yes  No

Co-group Coordinator's Name:

Personal Phone Number:

Office Phone Number:

Email Address:

Fax Number:

### OPERATIONAL DETAILS:

*Cultural Embrace* will provide you with quality service prior to and during your travels abroad. Please take the time to answer the following questions with as much detail as possible, this will allow us to design a program that best meets your expectations. Please keep in mind that the length of program, time of year, location, and foreign currency affects the prices of traveling abroad. Feel free to contact us if you have any questions.

Estimated program costs that travelers will pay for the program:

Preferred Travel Dates:

What is your minimum/maximum length of program in days?:

Are there any specific dates that you need to be at a certain location? (ie: conference, exhibit, festival, meeting, service program, cultural event, etc):

Gateway Airport City: (please list all airports which are accessible to your campus)

Are any participants traveling from other cities?  Yes  No  
Which location:

What is your preferred mode of local transportation?:

Private Chartered Bus  Public (ie: bus, subway, train, ferry, etc)  Faculty-driven vehicle

Accommodations: (Please mark all that you would consider)

Homestays  Dormitories  Hotels  Hostels  Apartments  Other (please specify)

Meals: (Breakfast is included in all programs. Please mark all other meals you would like included):

Lunch  Dinner  None  Some  All  Other (please specify)

Special Events: (Please list any events or activities that needs special attention and preparation, and may affect the budget. ie: tickets, seat reservations etc)

Will special functions (ie: meetings, lectures/presentations) be made while abroad?  Yes  No  
(If no, please skip to the next section)

Will a classroom/meeting room be required?  Yes  No How Often?

Will you require Audio-Visual equipment?  Yes  No What equipment?  
(Please note that A-V equipment may be expensive to rent and many countries have different conversion and electrical system than in North America)

Will your participants need access to computers, internet or other resources?  Yes  No

Will you be arranging local lectures?  Yes  No

Would you like **Cultural Embrace** to organize local lecturers?  Yes  No

If yes, please list any specific person, organization, and/or lecture topic.

Are you able to provide a remuneration or contribution to any guest presenters?  Yes  No

If yes, how much?

## **EXCURSIONS/ACTIVITIES**

Are you interested in *Cultural Embrace* planning excursions to local sites?  Yes  No

If yes, please list any special attractions or places you prefer to visit. Please indicate the length of time you want to spend and whether you want the entrance fees and meals to be included for the travelers. Do you need a bi-lingual guide?

Are you interested in *Cultural Embrace* planning cultural activities?  Yes  No

If yes, please list any activities that you and your travelers will be most interested in. (ie: community service project, culinary class/demo, sports/entertainment event, games/sports/entertainment integration with locals

## **TRAVELER REGISTRATION**

What is the minimum/maximum number of travelers required to run the program?

Minimum:

Maximum:

Will travelers not affiliated with your group be allowed to join?  Yes  No

If you do not meet your minimum participation numbers, are you willing to join another group or allow travelers non-affiliated to your group on your program?  Yes  No

Who will collect registration forms and payments from program travelers?

- My group and I will be responsible for collecting forms and payments
- Cultural Embrace* will collect form and payments

## **HEALTH/INSURANCE**

Is international traveler's health insurance provided from your group?  Yes  No

If no, are you interested in *Cultural Embrace* group comprehensive insurance?  Yes  No

Do you anticipate any special needs or handicap accommodations or transportation for any participants?

- Yes  No

If yes, please indicate what special conditions we should be aware of.

## **MISCELLANEOUS**

Please let us know of any specific requests or concerns that may have not been addressed in this request. Please tell us of any additional comments or suggestions you may have.