

<<date>>

Name
Address
Address

Dear <<salutation>>,

Thank you for agreeing to serve as academic lecturer on our Duke Alumni Travels program, *Trip Name, DATES, YEAR.*

Our purpose in offering these trips is to provide alumni and friends of the university with a chance to come together and, with your guidance, have a stimulating educational travel experience that will also draw them closer to Duke.

Duke Alumni Association will cover all of your travel expenses, within Duke University guidelines, including accommodation and meal expenses while you participate in the program. **TRAVEL COMPANY** is the company with whom we are working on this program. Please do not make your own travel arrangements, as this company will work with you to manage your lodging and air travel. Any deviations from the group travel arrangements will be at your own expense.

Prior to the program, we will provide you with a finalized trip schedule, a list of all participants who are enrolled. In your role as Duke Faculty on this trip, we ask you to do the following:

1. Prepare **2 lectures** related to the destination and targeted at an audience of Duke graduates who are generally well read and intellectually active. Please provide lecture titles to Beth Ray-Schroeder by **DATE**, and at this time, please specify any special A/V equipment or assistance you will need to present your lectures.
2. **DATE**, please prepare a list of suggested readings, which we will send out to trip participants in advance. The readings may relate to your lectures, or may include any readings you think will be of value given the specific destinations of the trip. **TRAVEL COMPANY** will also provide participants with materials, which will also be provided to you, as we try to avoid duplication.
3. **DATE**, please write a letter introducing yourself to the participants. This letter will accompany your suggested readings and will help lay the groundwork for your lectures. Please send the letter to Beth Ray-Schroeder for distribution to participants.
4. Meet with the Duke Alumni Travels staff approximately 2 weeks before departure for a thorough pre-trip briefing.

A Tour Director will be available at all times and handle all logistical and operational details. They will inform you of any changes and participant issues that they think you need to know about. During the trip, we also ask that you:

1. Present your lectures according to the pre-arranged schedule within the timeframe provided. Be available to answer questions following the lecture and during general conversations with the participants.
2. Serve as a representative of Duke University and spend time as much time with the alumni group as possible, so that everyone feels that they benefit by spending time with you. Please also try to make a point of meeting and interacting with as many of the Duke participants as possible.
3. Be available to answer questions about current University life and campus issues.

Following the trip, in your meeting and communications with Duke Alumni Travels, we ask that you:

1. Provide a written report on the trip (we will provide a template to help you in this process) and share your observations and recommendations with us.
2. Within a week upon returning, prepare a letter to be sent to all participants. Our office will prepare the letter for mailing. An email is also an option, especially if you are planning to share web links.
3. Provide a summary of expenses and copies of your receipts for approval.
4. Meet with the Duke Alumni Travels staff for a post-trip debrief to share your experience, participant notes and feedback.

Please indicate your agreement to these arrangements by signing this letter and returning it Beth Ray-Schroeder, Box 90572. An additional copy has been provided for your records.

We at Duke Alumni Travels look forward to working with you and appreciate your participation.

Thank you,

Beth Ray-Schroeder '83
Director, Duke Alumni Travels

Name of Faculty

Date