

Trip Preparation Conference Call: Main Items to Cover

Note: Not all of the following bulleted items will apply to each trip.

Please provide in advance of call:

1. Daily technical/hourly itinerary
2. Confirmation of lecture schedule and A/V needs
3. Flight schedules for participants
4. Participant information including:
 - a. Those on optional extensions or excursions
 - b. Those who have dietary restrictions or health concerns

Items for discussion:

- Confirmation of final documents mailed to passengers and receipt of passenger forms from tour operator.

- Tour director/Expedition Leader/Lead Guide: role, where he/she will first meet group. Set up meeting with faculty leader or host to go over program at beginning of trip.
- Is the tour director in the hotel/with the group the entire time?
- MIT faculty/host role (MIT to state this)
- When will MIT faculty or host first meet the group?
- Will there be daily check-ins with the faculty or host representative?
 - How are the next day's activities communicated?

- Itinerary: focusing on the first few days of trip and the final day, as well as parts of the itinerary that that faculty leader or host should know about: long travel days, special activities, possible challenging days.
- Lecture schedule and confirming all needs

- Special/private visits: confirming all preparations
- MIT reception details/hosted tables/similar
- Gifts to locals needed?

- Internet connectivity
- Currency in country

- Travelers: any info that needs to be shared about tour operator interactions with our passengers, special anniversaries, dates, etc., medical/dietary
- Passenger flight schedules
- Mobility challenges

- Contact/Cell phone numbers for any key point people
- Emergency procedures, communication

- Namebadges and lanyards
- Co share items to know about
- Tipping summary