



Association of Rice Alumni | Travel Study Program
TOUR LECTURER AGREEMENT

In preparation of your duties as a travel host for below named trip, please complete this Tour Lecturer Agreement.

If you have a spouse/partner accompanying you on this trip, that individual must complete the traveler agreement form.

PLEASE COMPLETE AND RETURN THIS FORM IN THE ENCLOSED PRE-ADDRESSED ENVELOPE WITHIN 10 BUSINESS DAYS OF YOUR RECEIPT OF THIS FORM.

Name of Tour: <<Event_Title>> Date of Tour: <<Tour_Date>>
Size of Rice Alumni Tour Group: <<Rice_Group>> Total Group Size: <<Total_Size>>
Names and Sizes of other Tour Groups: <<Other_Groups>> Receptions included: <<Receptions_Included>>
Additional Excursions Included: <<Additional_Excursions>>

CONTACT INFORMATION

Travel Host Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Primary Contact Phone Number: _____
Email Address: _____

TRAVEL INSURANCE

The Association of Rice Alumni provides basic travel insurance protection through our partner USI Travel Insurance Services (alumni.rice.edu/travel).

I, the below signed, will not hold the Association of Rice Alumni of Rice University and/or its agents responsible for any additional expenses/losses incurred resulting from my cancellation of this trip, certain unforeseen emergencies (e.g., natural disasters), accident, sickness, lost or damaged baggage, and/or any other expenses/loses not covered by the provided travel insurance.

Signature of Travel Host: _____ Date: _____

TOUR LECTURER AGREEMENT

I agree to travel with the Association of Rice Alumni tour noted above. I will participate in all scheduled lectures, tour events and excursions, where applicable. I will act as tour lecturer as outlined in the tour lecturer handbook. Immediately upon my return, I will contact the Assistant Director of Alumni Affairs for Travel Programs by telephone, email, or in-person with a brief report. Within two weeks upon my return, I will file a written tour report and other supplemental information as outlined in the tour lecturer handbook. I have read and I agree to the information provided in the tour lecturer handbook.

Signature of Travel Host: _____ Date: _____

AGREEMENT AND RELEASE OF ALL LIABILITY

In consideration of the opportunity to participate in the Association of Rice Alumni's travel program **INSERT TRAVEL PROGRAM HERE** (hereinafter referred to as "the Trip") scheduled from **INSERT DATES HERE**, I hereby acknowledge and agree:

1. I have voluntarily applied to participate in the Trip and to engage in activities conducted during the Trip by the Association of Rice Alumni and its employees and agents.
2. That my participation in the Trip will require transportation to and habitation in the Trip's locations and may involve subjection to risks relating to or arising out of program activities as described by the itinerary, but not solely limited to these.
3. That I understand there are risks inherent in such activity and I have been apprised of such risks and agree to assume all said risks and responsibility for my health, safety, and property while participating in the Trip. I hereby agree that I, my heirs, personal representatives, and assigns will not make a claim against or sue Rice University, the Association of Rice Alumni, its officers, agents, and employees for any bodily injury or property damage arising from negligence or other acts, however caused.
4. To release Rice University, the Association of Rice Alumni, its officers, agents, and employees from any and all liability, damage, or claim of any nature whatsoever arising out of, or in any way related to my participation in the Trip, including but not limited to acts of God, weather, civil unrest, strikes, quarantine, acts of terrorism, or acts or omissions of any third parties (including but not limited to common carriers, hotels, restaurants, or other firms or agencies) except such as may result directly from the negligence of Rice University, its officers, agents, or employees.
5. That Rice University and the Association of Rice Alumni serve only in a capacity of assisting the travelers in making arrangements for travel provided by the Tour Operator. Rice University and the Association of Rice Alumni in no way serves as agents for these businesses or accept responsibility for their services or products. The Association of Rice Alumni reserves the right to withdraw its affiliation with the Trip and/or Tour Operator should conditions warrant. Such travel, services, accommodations, and products are subject to the terms and conditions under which they are offered or provided. This agreement is for the benefit of Rice University, the Association of Rice Alumni, and its officers, agents, employees, and related entities only. Third parties such as common carriers, hotels, and travel agencies are not released from their liability for their acts by way of this agreement.
6. To Indemnify and hold Rice University, the Association of Rice Alumni, its officers, agents, and employees harmless from any damage or liability incurred by Rice University as a result of any illness or infirmity I may suffer, including the costs of any medical care, or any injury or damage to the person or property of others which I may cause, or for any financial liability or obligation which I may personally incur, while participating in the Trip.
7. That Rice University, the Association of Rice Alumni, its officers, agents, and employees shall not be responsible for any delays, substitutions of equipment, changes in services or accommodations, or other acts or omissions on the part of providers of transportation or operators of facilities described in the program or for any changes in the itinerary deemed necessary or appropriate for the safety or convenience of the passengers.
8. That the passage contract in use by the providers of transportation concerned, when issued, shall constitute the sole contract between the providers of transportation and the undersigned. Rates are based on airline tariff information which is subject to change with governmental approval. All fares shown are based on present value of foreign currencies in relation to the United States dollar, and are subject to confirmation and adjustment.
9. That Rice University, the Association of Rice Alumni, its officers, agents, and employees and its agents reserve the right to make any changes in the published itinerary whenever, in their sole judgment, conditions warrant, or if they deem it necessary for the comfort, convenience, or safety of the Trip. They reserve the right to withdraw without penalty any travel program announced. Rice University, the Association of Rice Alumni, its officers, agents, and employees also reserve the right to decline to accept any person as a member of the Trip, or to require any participant to withdraw from the Trip at any time, when such action is determined by the appropriate Rice staff representative to be in the best interests of the health, safety, and the general welfare of the Trip group or of the individual participants. Baggage and personal effects are the sole responsibility of the owners at all times.

I, _____, being at least 18 years of age, certify that I have read the preceding agreement and that I/we join the agreement without reservation, granting my/our consent to all actions provided herein. By my signature, I recognize my responsibility for reading, understanding, and abiding by the conditions printed in this document. I further recognize that I will not be exempted from these conditions because of ignorance, negligence, illness, other personal factors, or contradictory advice from any source.

Printed Name of Travel Lecturer: _____ Date: _____

Signature of Travel Lecturer: _____ Date: _____

LECTURER GUIDELINES

The Association of Rice Alumni recognizes the importance of a good lecture program and values the contribution a lecture can bring to the travel experience. The following are guidelines that are expected to be upheld while traveling as a lecturer on an Association of Rice Alumni trip:

- 1.** Lectures should be approximately 45 minutes long, with an additional 15 minutes planned for questions and answers. Flexibility is important, as it may be necessary to adjust the lecture schedule during the course of the trip or repeat the same lecture in order to accommodate all of the passengers on board the trip. Lectures are not exclusive to Rice travelers but are for the benefit of all the passengers on board.
- 2.** In general, you should prepare a total of three to four lectures. Due to the configuration of space during the trip, audio/visual equipment and support is not guaranteed to be available for your lecture. For this reason, we recommend handouts if you need supplemental materials. If the schedule and itinerary allow, the Tour Operator may check availability of a room and audio/visual equipment.
- 3.** As a guideline for preparing your lecture, one lecture should be an overview of your subject in the area you will travel. Remember that tour participants are bright and curious, but they are not necessarily well-read or knowledgeable about your field. A second lecture should address some specific aspect of the region you are visiting: i.e., history, culture, and/or natural science. For a third topic, you can discuss your own research or interest in the region visited.
- 4.** You are encouraged to submit a suggested reading list to the Assistant Director of Alumni Affairs at least two months prior to departure. This list need not be lengthy or technical but should correspond to the topics of your lecture and/or the areas visited while on tour. This list will be sent to tour participants in their final communications so that should they choose, they can read what you suggest in preparation for an enriching and educational travel experience.
- 5.** Upon arrival, you are expected to meet with the supervising tour director and other lecturers (if applicable) to review the operations schedule, lecture schedule, and lecture location. The schedule can change throughout the trip, and the supervising tour director will advise you of any changes in the time or location of your lecture.
- 6.** The importance of interactions with participants cannot be overstated. Many tour participants are returning guests and it is often the personal details that they remember about a trip. As a trip representative, it is important that the interaction at the lectures be carried over socially to dinners and parties. Most trips have a welcome and/or farewell cocktail party and dinner where you will be able to establish personal relationships with travelers.
- 7.** You are expected to wear your name tag provided at all times so that the participants will know who you are and be able to identify you. Dress during the trip is "smart casual" and you are encouraged to dress comfortably for all events and tours.
- 8.** As a courtesy, please attend formal lectures and presentations given by fellow lecturers (if applicable). Additionally, please refrain from "bad mouthing" or downplaying the significance of other lecturers, universities, organizations, and the like while on the trip. Your professionalism will be a reflection of the Association of Rice Alumni and Rice University.