Section I
List the Faculty Leader(s) and their disciplines, destination, proposed dates.
Describe the academic/pedagogical focus: include the rational for the trip the courses that will be offered, and the target student population.
How and where will the course work be delivered?
Are there any on-line components to the academic work?
Indicate your support needs: full travel service, guides, and translators?

Section II
Include the details of the visit
   Sites and why
      - include entrance fees, hours/days/months of availability, reservations
      - are guides needed
      - is there any special equipment needed? Rental fees?
Are you using a packaged tour with a guide?
Have you built in shopping/travel/relaxing time?
Have you considered jet lag, altitude, climate adjustments?

Section III
Logistics
Transportation
   Airline? Bus?
   Transportation to and from Atlanta Airport
   Ground transportation at the destination
   Transportation while on location, include costs
   Will group leader or students be responsible for local transportation costs?

Lodging
   Where will you and students stay? Dorms, hotels, home-stays
   How will you stay in touch while not in class?
   What activities will be included?
   Are there restaurants, shopping, night-life in the area?
   How many people to a room? How/when will rooming lists be made?
   What time is check-in/check-out?
   Are there shared or private restrooms?
   What amenities are available?
   Are meals served?
   How are smoking/non-smoking handled.
Meals
Which meals are included in the price of the trip?
Will meals be eaten as a group?
Are there choices? Does anyone have dietary restrictions?
If meals are not included, how much should students budget?

Night Life
Do you have activities planned? Optional or mandatory?
Do you have suggestions for safe activities for the students?
Is anything included in the price of the program?
Will there be a curfew? Buddy system?

Insurance/emergency plans
Include insurance costs in the price of the trip (consult with CIE)
Locate the closest medical facilities?
Are there doctors that speak English?
Are there any special health concerns with this destination? Required shots?
Do any of the participants have special health needs?
Are there any special risks associated with travel in these regions or with any of the activities you have chosen to do?
How will the communication cycle (students, leaders, CIE, family) be established in case of emergency?

At this point, make an appointment with the Director of the Center for International Education and the Study Abroad Assistant to finalize plans, set a price, and include marketing.