

# HOW TO SPONSOR AN INTERNATIONAL TRAVEL SEMINAR

Center *for*  
Global  
Education

*Center for Global Education at Augsburg College*

## **Table of Contents**

<b>Overview of the Center for Global Education .....</b>	<b>Page 2</b>
<b>CGE’s International Travel Seminar Program.....</b>	<b>Page 4</b>
<b>Is a CGE International Travel Seminar for You?.....</b>	<b>Page 5</b>
<b>Planning Your International Travel Seminar.....</b>	<b>Page 7</b>
<b>Scheduling and Pricing Your Short-Term Travel Seminar.....</b>	<b>Page 10</b>
<b>Addendum: Recruiting Participants for a Short-Term Travel Seminar.....</b>	<b>Page 12</b>

**Center for Global Education at Augsburg College**  
**[www.centerforglobaleducation.org](http://www.centerforglobaleducation.org)**  
**2211 Riverside Ave S.**  
**Minneapolis, MN 55454**  
**612-330-1159 – phone/612-330-1695 - fax**  
**800-299-8889**  
**[globaled@augsborg.edu](mailto:globaled@augsborg.edu)**

J:\APPS\Travel Seminars\SPONSORS\Sponsor Guide Revisions April 14.doc

# The Center for Global Education: An Overview

Since 1982, the Center for Global Education at Augsburg College (CGE) has customized travel seminars throughout the world for hundreds of organizations and institutions. Programs are tailored to your group's interests and learning objectives. Experienced CGE staff design programs that deepen participants' critical analysis and sharpen their intercultural skills.

## CGE Provides

- **Tailored programs** – We adapt to your thematic interests or curricular needs.
- **Community Engagement** – Groups have access to a variety of field experiences and guest lecturers that build on our long-term relationships in each community.
- **All-Inclusive Programming** – CGE coordinates just about every aspect of each seminar, including excursion planning, liaising with local experts/guest speakers, meals, lodging, translation, and ground transportation. CGE is also able to assist with program promotion.
- **Experienced Leadership** – CGE leaders accompany groups for duration of program and facilitate reflection sessions throughout in order to deepen the learning.
- **Educational Philosophy and Leadership:** CGE has been a pioneer in international experiential education and continues to refine its pedagogy and provide professional development opportunities for educators.
- **Multiple Locations:** CGE's permanent locations are El Salvador, Guatemala, Mexico, Namibia, and Nicaragua, but does programming other parts of Central America, the Caribbean, Southern Africa, Europe, and Southeast Asia.

## Types of Programs Available

### Academic Programs

- Short-term faculty-led programs, scheduled in conjunction with interim sessions, term break, or summer
- An entire term abroad in a single or multiple countries. CGE staff can also teach courses in your own institution's program.
- Faculty development programs customized for an institution's employees

CGE customizes programs to fit many academic disciplines, including history, political science, environmental studies, economics, business, nursing/medical, social work, literature, music, engineering, math, religion, law, gender and queer studies, sociology, leadership, education, and ESL.

### Other Programs

- Professional development programs for groups seeking to internationalize their community/workforce or increase intercultural understanding
- Short-term, fully-customized seminars for faith communities, alumni groups, NGO's, non-profits, secondary schools, and various other groups interested in exploring international and intercultural issues

## Educational Philosophy

CGE's programs are rooted in community-based learning, which is grounded in direct dialog that occurs between participants and members of local communities. Our pillars of education explain the key features of this educational philosophy:

**Intercultural** - CGE draws upon the diverse backgrounds of participants, students, faculty, staff, and community members with a goal of raising awareness about one's own culture(s) and the complexities of diverse cultures within other countries. Because knowledge is culturally constructed, our programs broaden the base of what are commonly considered to be valid sources of information by facilitating encounters with people who have been marginalized.

**Experiential** - CGE believes in reflection upon prior knowledge as we engage in new experiences. Critical analysis of experiences is a must because experiences alone are not truly educational. Our programs combine a variety of activities such as story-telling, dialogue with host families and a range of community members, small group work, excursions, lectures, internships, films, and the use of music and the arts with other hands-on experiences.

**Holistic** - CGE is committed to both intellectual and emotional learning. We encourage people to reflect upon how they learn best and to grow outside of their comfort zone. Our programs are developed with different learning styles in mind.

**Analytical** - CGE encourages participants to analyze multiple perspectives and to develop their own viewpoints. Our experiential interactions, combined with background reading and research to determine the validity of information, provide the basis for critical analysis of multiple sides of an issue.

**Transformative** - CGE believes that the purpose of education is to create a more just and sustainable world. Our goal is for learners to engage both in their own transformation and to act to bring about the changes they envision for our world. Transformative education leads to greater personal and social responsibility.

## **Mission**

The mission of the Center for Global Education at Augsburg College is to provide cross-cultural educational opportunities in order to foster critical analysis of local and global conditions so that personal and systemic change takes place leading to a more just and sustainable world.

CGE is committed to education that helps citizens expand their world view and deepen their understanding of international issues. Firsthand knowledge of other cultures and peoples creates a broader global perspective, informs debate on foreign policy issues, and thus contributes to a more just and peaceful world. To this end, CGE offers a variety of experiential education programs which bring people face-to-face with diverse community voices. These programs examine the root causes of poverty and hunger, the dynamics of social change, and the role of U.S. policy. A unique dimension of CGE's programs is that they include the perspectives of those struggling for justice and human dignity as well as the views of decision-makers.

## **History**

CGE, a program of Augsburg College, was founded in 1982 in response to concern within the Lutheran Church about developing international awareness. This action also served to consolidate and intensify a number of efforts in global education that had already been initiated at the college. These included January interim programs to Mexico, an undergraduate semester program in Mexico and Central America, and a study center that had been established in Cuernavaca, Mexico.

## **Staff**

From modest beginnings, CGE has grown to encompass a staff of over 20 program staff. CGE coordinates both semester programs abroad and international travel seminars that help participants learn in the context of the community in which they study and from a variety of perspectives. In addition to its office in Minneapolis, CGE maintains study centers and adjunct faculty in Managua, Nicaragua; Cuernavaca, Mexico; and Windhoek, Namibia; and has adjunct faculty in Costa Rica, Guatemala, and El Salvador. CGE also has long-term consultants or partner organizations in Bolivia, Cuba, Europe, South Africa, and Vietnam. CGE has an ethnically and culturally diverse staff of North Americans, Latin Americans, and Africans who coordinate educational programs. In addition, a diverse pool of individuals and organizations serve as community resources.

## **Sources of Financial Support**

Since its inception CGE has been primarily self-supporting. CGE's actual fixed operating expenses are paid for through program fees. Foundation grants, institutional support and individual contributions help with program development and expansion, and scholarships. Restricted funds also occasionally provide funding for specialized travel groups, program development, or endowed scholarships.

## **Accomplishments**

CGE has established itself as a national leader in the field of international experiential education. CGE's work has been highlighted in numerous major publications, including: US News and World Report, USA Today, Arthur Frommer's New World of Travel, Boston Globe, National Geographic Traveler, The Black Collegian, and ABCnews.com. CGE was the 2003 recipient of the National Society for Experiential Education Program of the Year Award, the 2012 GoAbroad Innovation in Access and Equity national award, the 2012-13 Augsburg Pride Award, and the 2014 NASPA Best Practices in International Education Award.

## CGE's International Travel Seminar Program

CGE has built a reputation on being a leader in developing and conducting short-term travel seminars that help introduce participants to the political, economic and social realities of developing countries. The International Travel Seminars Program staff work with 40-50 different sponsors each year to design and develop experiential education travel seminars primarily to Mexico, Central America, Cuba, and Southern Africa. Programs are also occasionally coordinated to Bolivia and Vietnam.

Our seminars are designed to help connect you with the local people, and assist you in learning about the issues they face, so that you begin to see the world through their eyes. Participants have the opportunity to meet with people in their places of work, worship and play, including government representatives, business owners, church members, grass-roots organizers, and others. Through firsthand encounters, participants examine the causes of injustice, explore the dynamics of development, and discover the spirit of hope lived out by people working for change.

The International Travel Seminars Program is characterized by careful attention to pre-trip preparation. In addition, participants receive follow-up resources to help integrate their experience into their personal lives, and effectively communicate about it with others. CGE customizes travel seminars for colleges and universities, seminaries, churches and other religious institutions, non-profit organizations, community groups, companies, and even family groups. Some programs are open to the public.

**Colleges/Universities:** CGE has worked with a wide array of colleges and universities to develop short-term educational opportunities for undergraduate and graduate students. Travel seminars both for credit and not-for-credit have been organized to provide intensive learning experiences for students during January-term, spring break, May-term and summer school. Some of the institutions for which we have coordinated seminars recently include:

Boston College - Boston, Massachusetts  
Carleton College - Northfield, Minnesota  
Furman University - Greenville, South Carolina  
Gustavus Adolphus College - St. Peter, Minn.  
Ohio State University – Columbus, Ohio

Portland State University – Portland, Ore.  
Regis University – Denver, Col.  
Seattle University - Seattle, Wash.  
United Theological Seminary – Minneapolis, Minn.  
Westminster College – Salt Lake City, Utah

**Educators:** CGE is committed to equipping educators for teaching in a multicultural world. Through professional development seminars to various regions of the world, CGE provides elementary-, secondary-, and college-level educators with tools for cross-cultural and experiential education. Traveling and learning with colleagues from various disciplines and institutions, teachers experience new models of teaching and explore new ways to globalize curricula.

**Churches, Faith-Based Organizations, and Seminaries:** CGE has worked with numerous churches, seminaries, theological schools, and faith-based organizations in our 30+ year history. Our deep connections to religious communities in the countries where we work allow us to create itineraries rich in content, discourse, worship, and cross-cultural connection.

**Companies:** In the past, several companies instituted programs to regularly send employees on CGE travel seminars, helping to raise global awareness. Two of those companies won national awards as a result of their programs – Foldcraft and Carris Reels.

**Non-Profit Organizations/Community Groups:** Non-profits and community groups have worked with CGE to organize travel seminars focused on key issues for their constituents. Recent seminars have focused on the environment, fair trade, human rights, political activism, and debt relief.

## **Is a CGE International Travel Seminar for You?**

The style of a CGE travel seminar is intensive—stimulating for the seasoned traveler, yet accessible to those who have never experienced life in another country. CGE's staff create programs that set the stage for a two-tiered learning process: participants learn about the realities of another society, AND they do so in a supportive group environment that allows for dialogue, a diversity of opinions and personal growth.

These are the common components of programs sponsored through CGE

**CORE PROGRAMMING** – No matter what theme is explored, participants will be provided with a foundation of program content that provides the political, economic, and social context.

**RESOURCE PEOPLE AND COMMUNITY VISITS** – Programs include some lectures and meetings with local resource people, as well as visits with people from the host community. The primary focus is on those working at the grassroots level, in order to hear under-represented voices to broaden the diversity of perspectives. Visits with community and policy leaders are also included. A range of people are viewed as experts on issues, not just those with formal degrees or elected positions. Field visits allow meeting with people in their locale. Participants will experience the reality of life for the majority of the people, not just the one that tourists see. Meetings are interactive with time for dialogue and sharing.

**PARTNERS IN LEARNING** – Our international staff and consultants will partner with you to develop your program, lending their expertise on the country and as experiential education practitioners. Many of them teach in our undergraduate semester programs. CGE also values the many local resource people who participate in our programs by meeting with groups—in many ways they are the real teachers within the seminars.

**REFLECTION AND ANALYSIS** – The CGE staff will plan a debriefing session every few days to give participants an opportunity to share their personal reactions and observations (affective level) to what they are experiencing, and to relate those experiences to the themes of the seminar through analysis (cognitive level). They will work with you to determine the degree to which you wish to be involved in planning these sessions. These sessions are another element that distinguish CGE's learning philosophy from that of other experiential programs – we consider them a key element and what turns experiential education into a truly transformational experience.

**PREPARATORY MATERIALS** – Prior to departure, CGE provides materials to help participants prepare for their learning experience. These include historical and political background materials, reading suggestions, logistical information, inoculation advice and health information as well as tips on what to wear and how to pack. Our post-trip materials help you to process and communicate your experiences after you return home.

**MODEST BUT CLEAN ACCOMMODATIONS** – We utilize accommodations in our own study centers, retreat centers, or modest guesthouses that will bring you closer to the reality you came to see. We are also able to arrange homestays in many locations.

**NO HIDDEN COSTS** – Your price includes all in-country costs including programming, language translation services, meals and lodging, ground transportation, activity fees (museums, etc.), and honoraria for resource people and speakers. Airfare costs are included from a gateway city for programs to Cuba.

### **A Typical Day**

A typical day is structured with group meals, and 2-3 meetings or visits, most taking place on location throughout the community. Evenings typically include reflections and the opportunity to attend community events or to hear local music. Free time will be included as requested. While each seminar has a particular theme, many travel seminars include the following components:

- Meet with government officials and members of opposition political parties
- Dialogue with local business leaders
- Visit schools and talk to students and teachers
- Meet with doctors or community health care workers at a local clinic
- Learn about the role of the church in promoting social change and development
- Dialogue with people working at the grassroots and community level
- Meet with people representing different cultural and ethnic groups
- Tour farms or cooperatives and discuss challenges with workers
- Visit rural and/or urban communities to discuss emigration patterns to the U.S.
- Hear from human rights advocates, representatives of international non-governmental organizations, and the U.S. Embassy
- Tour nature reserves and/or areas affected by ecological degradation
- Visit key historical and/or archeological sites

- Shop at fair trade or local artisan cooperatives

### **What are Some Examples of Programs?**

- Environmental Justice and Sustainable Development: Views from Latin America – Guatemala and Nicaragua (University of Montana)
- Experiential Learning in Namibia and South Africa: Education, Art, Literature and Culture (Cornell College)
- Gender, Migration and Globalization: A Women’s Studies Travel Seminar in Mexico (Portland State University)
- Engineering in Nicaragua (Santa Clara University)
- Culture and Resistance in Guatemala (Colorado Mountain College)
- El Salvador: Land of Martyrs: A GLBT-friendly Pilgrimage (New Ways Ministry)
- Oaxaca, Mexico: Day of the Dead Nursing Program (Augsburg College)
- Cuba: Intersection of Culture and Politics (California Lutheran University)

See a more complete list at: <http://web.augsburg.edu/global/PastTravelSeminarExamples.pdf>

## Planning Your International Travel Seminar

Planning a travel seminar is a collaborative endeavor between CGE and you. Every travel seminar has 4-5 key players, and each has an important role in the planning and promotion, and ultimately the success, of the program:

- **CGE Minneapolis Staff:** Handle the administrative details of registration and payment, and development and distribution of participant resources.
- **CGE In-Country Staff and Consultants:** Work with the sponsor to plan the program and then coordinate all of the set-up in-country including ground transportation, accommodations, and programming.
- **Sponsor:** Contact person for the sponsoring organization (school, church, family, company, etc.) who takes responsibility for working with CGE to plan the program and recruit participants.
- **CGE Leader:** CGE staff person who accompanies the group in-country.
- **In-Group Leader:** Individual from the sponsoring organization who may accompany the group during the trip. This person may also be the sponsor. Not every group needs an In-Group Leader.

### *Responsibilities of the Center for Global Education*

#### ◆ Program Set-up and Administration

CGE has an extensive network of contacts in the countries in which we work. As a result, we are able to arrange a wide variety of meetings and activities to fit the theme and focus of your group. Our website suggests some of the themes that can be explored in each country, and provides detailed information on our in-country staff and facilities. Our staff will put together a program that meets your needs as closely as possible. Our staff will handle all the in-country components of your travel seminar – program, translation, meals, lodging, and ground transportation. CGE's programs always include time for group discussion, analysis, and reflection, as we believe that they are a critical part of the educational process.

#### ◆ Participant Resources

At CGE, we believe that good communication, and thorough preparation and follow-up are essential for participants to gain as much as possible from your travel seminar. We have developed a series of communication and resource materials which are sent via email including:

- **Registration Confirmation:** Acknowledges receipt of the participant's registration.
- **Welcome Packet:** Sent 2-3 months prior to the travel seminar including a country specific eReader, invoice for final balance for the travel seminar (if applicable), and information on how to access country specific pre-trip material on the CGE website.
- **Country specific eReader:** Contains information on CGE and links to selected websites, articles, and videos to provide important background information.
- **Country Specific Pre-trip Preparation:** Information on policies, immunizations, packing, and logistics; this is available on our website and can also be printed and mailed to anyone without online access.
- **Pre-Departure Communication:** Sent one month prior to the travel seminar with final logistical details, including in-county contact numbers.
- **Re-entry Communication:** Sent after the travel seminar including a letter from CGE leader, copy of the final itinerary with detailed names and places, and ideas for follow-up and resources.

#### ◆ Promotion

CGE's Coordinator of Recruitment and Promotions is available to work directly with sponsors to develop a recruitment plan. The Coordinator can help you develop a timeline, draft messages, stake a social media presence, and suggest various networks for promotion. Sponsors can work with the Coordinator on an as-needed basis, which may be short, infrequent consultations for some sponsors, or more guidance in other cases.

CGE can develop and print brochures for use in the promotion of your seminar. The process generally takes 2-3 weeks and the first 200 brochures are provided at no charge. Additional brochures may be ordered with CGE or we can provide you with a PDF file or camera-ready copy to make additional copies yourself.

If your trip is open to participants from outside your constituency, we will promote the trip on our website, in our quarterly newsletter, and via brochure racks in our office and at partner organizations. We subscribe to a number of



Listserves that can be utilized for program promotion. On occasion we have also done emails to target groups in our database. Please contact us to discuss these options.

### ***Responsibilities of the Sponsor***

#### **◆ Program Planning**

You will have the opportunity to customize your travel seminar through correspondence and conversation directly with CGE's in-country staff. They will work with you to plan a travel seminar that is programmatically sound and successful. Some points for you to consider:

- **Destination:** What country or region are you interested in exploring? Will this destination attract participants? What is it about this destination that most appeals to you and what unique themes could emerge as a result?
- **Timing:** What time of year will work best for your constituency? Keep in mind the number of days that people can take off work or school, any special calendar considerations, and the number of days that will be optimum for the themes of your seminar.
- **Participants:** What groups of people do you think will be interested in the seminar? What is the ideal size of the seminar? Do you want the travel seminar to be open only to people in your organization, or can it be advertised to participants outside of your constituency?
- **Theme/Focus:** What would you like the travel seminar to focus on? What are specific program topics that will be easy to promote within your constituency?
- **Cost:** The price of the seminar is all-inclusive in-country. Talk with us about how to develop a seminar that includes what you want programmatically, but at a reasonable cost. Also, start thinking now about alternative funding sources that could be available to you and your constituency.
- **Academic Credit:** If you are an academic institution, consider offering the travel seminar as part of a course for credit. Our experience shows that students prefer to go abroad as part of a course. This also requires careful planning on your part.

#### **◆ Promotion (please see recruitment details in the addendum at the end of this document)**

The promotion of the travel seminar is challenging work but is definitely worth the energy put into it! You may want to develop a promotional plan and timeline for the travel seminar. We encourage you to start thinking now about how you plan to promote your program.

#### **◆ Pre-Departure Orientation**

We encourage you to have a pre-departure orientation meeting, if possible. CGE can give you ideas about what to cover in an orientation. If your group is in or near the Twin Cities, we can provide a staff person to assist with this meeting. Another option is for CGE staff to join your meeting via Skype.

### ***Responsibilities of the CGE Trip Leader***

A CGE staff person will accompany your group throughout the travel seminar. For travel seminars to our study centers this is often an in-country staff person or consultant. However occasionally staff from Minneapolis or another international site will accompany a group. The primary responsibilities of the CGE trip leader are:

- ◆ Handle the day-to-day logistics – head counts; pay for meals, lodging and honoraria; confirm reservations etc.
- ◆ Coordinate programming – schedule and confirm meeting time/location; brief the resource person on the interests of the group, handle honoraria, provide translation (if needed)
- ◆ Lead group discussion/analysis/reflection sessions – sessions held every 2-3 days to de-brief, analyze issues, and reflect on connections with other issues and action for the future

### ***Responsibilities of the In-Group Leader***

The in-group leader also accompanies your group throughout the travel seminar. Sometimes this is the same person who fulfilled the role of sponsor. Other times it is another individual from the group's constituency. The in-group leader works with the CGE Trip Leader to:

- ◆ Monitor the "pulse" of the group
- ◆ Assist with head counts

- ♦ Model behavior that strengthens the learning community
- ♦ Communicate any information relevant to the course they are teaching

We recommend that in-group leaders conduct daily check-ins with individuals in the group, to make sure any problems or concerns are addressed appropriately. Also, the in-group leader should frequently check-in with the CGE leader to be aware of schedule changes, cancellations, or other items that need to be communicated to the rest of the group. We ask in-group leaders to support the work of the CGE leader by holding the group accountable to the health, safety, and cultural etiquette guidelines established by CGE staff and/or consultants.

### **Reflection & Analysis**

Our experience is that the learning potential of a travel seminar is maximized when participants come together every other day or so to make connections between their lives “back at home” and the visits, meetings and events they have witnessed together. In-group leaders may decide to facilitate these debriefing sessions (typically held in the evenings), or participate and let the CGE leader facilitate. In-group leaders and CGE leaders may also co-facilitate debriefings, depending on what you decide in conversation with each other before the seminar leaves.

## **Scheduling and Pricing Your Short-Term Travel Seminar**

### **Selecting the Location and Setting the Date**

The sponsor should work with CGE staff to schedule the travel seminar. Generally, the Minneapolis staff will use your request for dates and region to consult the calendar of already scheduled travel seminars, and communicate directly with the CGE international staff to determine availability of facilities and staff. Once we have agreed on a tentative date and region we can schedule the travel seminar. However a confirmed reservation cannot be made until we receive your sponsor application and deposit.

Things to keep in mind when selecting the region:

- ◆ Group interests
- ◆ Social justice issues
- ◆ Available related programs and service opportunities

Things to keep in mind when setting the date:

- ◆ Weather
- ◆ Peak travel times
- ◆ School and holiday schedules

### **Sponsor Application and Deposit**

A completed Sponsor Application (See: <http://www.augsburg.edu/global/seminar-create/inquiry/>) and \$500 deposit are required to confirm your reservation. Any dates previously discussed or scheduled may be made available to other groups if the sponsor application and deposit are not received within 30 days of scheduling. Generally, requests for travel seminars are handled on a first-come, first-served basis.

The \$500 sponsor deposit is refundable at the end of the travel seminar if the seminar has a full complement of participants (i.e. number on which it was priced.). The deposit is non-refundable if: 1) The travel seminar is cancelled due to insufficient numbers of participants; 2) The travel seminar is cancelled to reasons attributable to the sponsoring group; or 3) The travel seminar goes with fewer participants than the number on which it was priced.

### **Travel Seminar Price**

Each travel seminar will be priced based on a minimum number of full-paying participants. Some travel seminars may be priced to include one or more participants without charge (see below). Factors that go into the price include: brochure development and printing, programming using our international staff or consultants, activity fees (museums, sports events, etc.), honoraria for resource people and organizations, all meals, lodging, and ground transportation. Some of these expenses are per group rather than per person so, in general, the larger the group the lower the cost per person. However larger groups can also run into extra expenses, for example if the group size exceeds the capacity of the guesthouse or local vehicles and additional resources must be arranged.

If the final number of full-paying participants falls below the minimum number, then the final cost may be recalculated or the travel seminar may need to be cancelled. In this eventuality, the cost per person would increase. The shortfall will either be taken out of the sponsor deposit or passed on to participants in the form of increased price.

Other factors outside of CGE's control could also affect the final cost, such as a significant change in a foreign currency exchange rate. We will try to eliminate or minimize any increases and will work with you on these details as the travel seminar promotion progresses.

One of the unique characteristics of CGE is that we maintain permanent staff in six countries and have long-term relationships with consultants and partner organizations in additional countries where we regularly do programming. We strive to compensate staff, consultants, and the resource people we work with fairly. Our mission is to work toward creating a more just and sustainable world and our program pricing seeks to support this goal.

### **Free Participants**

Some groups budget into the cost of the travel seminar space for a representative from the organization to participate at no charge. This person could serve as the in-group Leader, but is not required to do so. This will increase the cost per person for the other participants.

## **Airfare**

You will need to make your own air transportation arrangements for everything except flights to Cuba. It is easiest if your entire group is travelling on the same itinerary.

We recommend you purchase trip cancellation insurance to protect your group against emergencies that might prevent you from traveling. Examples of unforeseen disruptions that could require you to cancel your trip include: you or a family member becomes sick or dies; bad weather or a natural disasters results in closed airports, roads, or hotels; calls to serve on jury duty; terrorist attacks/civil unrest in-country or at home; health epidemics (such as H1N1); and travel warnings issued by the Department of State.

Please note: CGE travel seminars to Cuba include flights from a gateway city – Miami or Mexico City. It is the group's responsibility to book flights to the gateway city.

## **Cancellation and Refund**

The most common reason for the cancellation of a travel seminar is low enrollment. *Your primary responsibility as the sponsor is recruitment for the travel seminar.* If your participant registration is progressing slowly, do not be discouraged as trips take longer to fill during some times of the year (especially the summer months). Contact CGE to discuss possible recruiting ideas or options for your group to join a similar travel seminar scheduled around the same time. We ask that you do not cancel the seminar or contact participants indicating such a possibility before informing CGE of the travel seminar's status.

If it does become necessary to cancel the seminar: If the sponsor chooses to cancel the travel seminar for some reason, or if it must cancel due to an insufficient number of participants, the sponsor deposit is forfeited. Furthermore, if the travel seminar has fewer participants enrolled than the number on which it was priced, the deposit is also forfeited.

If CGE cancels the seminar at any time prior to departure for reasons not attributable to the sponsoring organization, the sponsor deposit will be applied to rescheduling the trip or refunded. Individual participant cancellation penalties do not apply should CGE cancel the trip; participants will have their \$250 deposit and other payments refunded.

In the case of any cancellation, all applicable airfare penalties or non-refundable tickets are the responsibility of the participants as well as any passport or visa fees that have already been paid.

## **Next steps?**

When you are ready to begin planning your international travel seminar, please:

- Contact us to determine if we have space available for your group, for your preferred region and timeframe.
- Complete the Sponsor Application (<http://www.augsburg.edu/global/seminar-create/inquiry/>), including the Travel Seminar Program Planning Checklist, if there is one, for your country, and send them to CGE along with the \$500 sponsor deposit.

Once we have your sponsor application and deposit we will confirm your travel seminar dates and begin making arrangements and planning your program! We also have resources to help you promote your travel seminar and recruit participants, if applicable.

## **Addendum: Recruiting Participants for a Short-Term Travel Seminar**

Recruiting participants for a travel seminar requires careful planning and hard work. It can be the most significant task you, as a sponsor, will face, and one that requires much attention from the moment the travel seminar is scheduled.

Our experience indicates that most sponsors overestimate the number of people who will actually sign-up for a travel seminar. Even if you have a lot of initial interest, this won't automatically result in registered participants. We recommend that you consider opening up your program to people outside your constituency.

The Center for Global Education has asked several sponsors about their experience in recruiting, and we offer their perspectives below.

CGE's Coordinator of Recruitment and Promotions is available to work directly with sponsors to develop a recruitment plan. The Coordinator can help you develop a timeline, draft messages, stake a social media presence, and suggest various networks for promotion. Sponsors can work with the Coordinator on an as-needed basis, which may be short, infrequent consultations for some sponsors, or more guidance in other cases.

We hope this will assist you in planning the promotion of your seminar.

- **Start early!** A one-year lead time is best; six months is too little.
- **Develop a plan and timeline.** Think through the options and develop a promotional plan with a timeline for your recruiting tasks. Check your timeline often and make sure you stick to it!
- **Make one-to-one contact.** Personal contact is far more effective than mass appeal; avoid relying solely on emails or social media.
- **Talk, talk, talk!** Wherever people are gathered, whenever possible, talk about the travel seminar. Be enthusiastic and confident. College/university sponsors should consider class announcements and visits.
- **Form a Recruitment Committee.** This spreads out the work, can generate more ideas, offers access to more personal networks of contacts, and gives ownership of the seminar to several people. Brainstorm with others ways to get the word out: events, organizations, key leadership people, newsletters, etc. College/university sponsors should ensure relevant departments AND the study abroad office are involved in such a committee.
- **Repeated exposure.** With each group you identify, use several means of promotion: put articles in newsletters or newspapers, make announcements at gatherings, put-up posters, have a literature table at events, etc.
- **Invite participation.** Rather than just announcing the trip, invite participation from representatives of special committees, task groups and organizations working toward the goals of your trip (e.g. your church's hunger task group or social justice committee). This can encourage a larger group to take interest in the trip and support continued work after the travel seminar is over.
- **Free publicity.** Newspapers may offer free publicity for your trip. You will need to call them or provide a press release in order for them to run the story/announcement. You can provide either an announcement about the trip or a more personal story about the sponsor and why it is organizing this trip. If you go with the latter you may want to provide a photo taken in the country that the trip will visit.
- **Social media.** Post not only to your personal page or feed, but post to any professional pages/groups as well (your academic department's Facebook group). Ask others to share in their groups and on their walls (i.e. the study abroad office page, or the College's Twitter feed). Church groups might have other

neighboring church post an article about the trip on their blog if the seminar is open to a wider audience. If your trip has a focus that could benefit someone's career – or if you're offering CEUs – LinkedIn could be a good place to announce.

- **Timing/Deadlines.** Give people deadlines. The earlier the deadline, the sooner you'll have committed participants. Plan ahead for busy times when you won't be able to devote as much time to promotion.
- **Track all people who have expressed interest.** If you don't hear from someone after an initial discussion, follow-up. If they live in your area, set up a meeting to discuss and answer questions in-person.
- **Follow-up with all contacts promptly!** In addition to keeping in touch with interested individuals, follow-up phone calls and letters can make an important difference in recruiting, especially if done quickly! If someone has a question about the trip that you are unable to answer, refer her/him to the Center for Global Education (612/330-1159 or 900/299-8889) and someone here will be happy to address her/his concerns.

### **For Colleges, Universities, and Seminaries: Additional Tips**

- If you are offering a travel seminar as a course, make sure that the course fits with a general education core requirement or elective that students need.
- If your college/university allows, consider opening up the program to staff, faculty, and alumni.
- Make an ally of the study abroad office and ensure they are promoting as much as possible
- Utilize the college/university's wider networks to promote. Get the marketing office to run an article on the upcoming trip or make a social media blast about registration. Even if these reach more non-students, it creates buzz – and some of those non-students are stakeholders that can help promote the trip (parents, alums, other faculty, staff)
- Same as above for any student-run marketing – try to gain exposure in the student newspaper, on student radio, etc.
- Utilize alums – if your program is a repeat program that is offered with regularity – or if your campus has run another CGE trip, you can ask former participants to spread the word. We find CGE alum are more than happy to discuss CGE programming, style, etc. They may be willing to staff an information table, attend a class announcement, or distribute information via their students and personal social media networks.
- Choose a course that fulfills a major or minor requirement and thus will draw from a large pool of students
- Advertise to students at other member schools in your consortium
- Write articles and place announcements in the campus newspaper
- Use departmental newsletters
- Set-up an information table in the student center
- Host information sessions. While attendance may not be stellar – we know it is hard to get student to attend extra meetings – those who do attend are your most interested audience and the most likely to convert to enrollees. Serving pizza or food may help to attract students.
- Conduct class visits and announcements – go yourself, and ask colleagues to make announcements
- Consider non-traditional departments - students in areas of study that don't traditionally participate in study abroad (hard sciences, etc.) can be a great audience for short-term programs. Stress that this is an opportunity to go abroad that doesn't require a whole semester
- Contact and coordinate with appropriate student organizations and clubs
- Contact departments that serve special student populations, such as minority, GLBT, learning-disabled, and others

### **For Religious Organizations: Additional Tips**

- If your group is religiously affiliated, seek out clergy to assist you. Urge them to consider joining the travel seminar themselves. Many churches and synagogues have funds allotted for the professional

development of their clergy and staff. Ask them to encourage members of their congregations to join as well.

- If you are arranging a trip for a specific church district, synod, presbytery, etc., contact the church leadership for that region (the bishop, presiding minister, etc.) to get approval and support. Ask this person to mention it at annual conventions and other events. Try to get a brochure or announcement into a direct mailing to all clergy in your region, and ask that they promote it among their parishioners.
- Contact offices at your church headquarters about the trip (hunger programs, women's organizations, offices for social ministry or world mission, etc.). Ask them what vehicles are available to help publicize the travel seminar.

**The Center for Global Education at Augsburg College**

**[www.centerforglobaleducation.org](http://www.centerforglobaleducation.org)**

**2211 Riverside Ave S.**

**Minneapolis, MN 55454**

**612-330-1159 – phone/612-330-1695 – fax**

**globaled@augsborg.edu**