Itinerary

Your Institute
Program Name
Date of Program

Final Outline of Activities

Please note that this itinerary may change. Additional activities may be scheduled and scheduled activities may be moved or amended.

Date	Time	Activity Type	Activity
		e.g. Class, cultural visit, transport, professional visit etc	e.g. Flight to China (flight departure details etc); Class – Introduction to business in the country (with time and location of class); Cultural activities – City tour; etc.
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More Information

Classes

Here make any notes participants should be aware of relating to the classes they will undertake whilst abroad.

Visits and Activities

Here make any notes that participants need to be aware of in relation to the various visits, cultural activities or professional activities that they will undertake throughout the project.

Accommodation

Where the accommodation is located, what facilities are available, contact details of the accommodation etc.

Meals

Information about any meals that are provided.

Telephones

How do students call home? How do mobile phones work in the host country?

Weather

Information about the expected weather in the region at the time of year of the visit.

Taxis

Are taxis safe? How much can they expect to pay for various trips?

Prior to the Program

What activities will students undertake prior to the program? This might be classes, intercultural preparation session, pre-departure sessions etc.

Post Program

What activities will students undertake upon their return to Australia? This might be de-briefing sessions, assessment / exams or evaluation activities.

Final Cost

The final cost for students and what it includes.

Contact Information

Contact information for the staff who will travel with the project (if applicable) and any staff who are on-call in Australia.

What to do in the Event of an Emergency

Who to call, what to do, details of the nearest Australian Embassy etc.