Radford University
Marketing and Management in Ireland
May 15, 2020 - June 4, 2020
At CISabroad, we believe that education abroad experiences positively impact our students, and they, in turn, positively impact the world. In 2000, our first student landed on the shores of Newcastle, Australia for a semester abroad. Today, thousands of students learn abroad on our study, intern, and custom faculty-led programs in 60+ countries, on all continents but Antarctica.

We have a reputation as an affordable, student-centered organization with a commitment to getting every student abroad. We are grateful to be recognized through national awards for our diversity programming as well as our excellent service.

CISabroad is headquartered in Northampton, MA and has 48 staff members based in the United States with another 26 staff members overseas. We are members of NAFSA, the Forum on Education Abroad, the Diversity Abroad Network, and a partner with IIE’s Generation Study Abroad initiative.
Why Customize with CISabroad?

CISabroad customizes both credit and non-credit bearing international faculty-led programs for colleges and universities around the world. Here is some of the best of what we offer:

**We go everywhere, and off the beaten path. We add new destinations every year!** We are proud to offer faculty-led programming to almost any country in the world. Many faculty leaders are interested in designing programs based in locations that best match their areas of expertise and complement their course content. When venturing into uncharted territory, or to a new destination for your university, there is a lot of additional work involved to ensure program quality and student safety. We recognize how much time and effort that takes, and we’re here to support you at every step.

**True customization** We’re not going to sell you on a pre-designed program; we’re going to build the itinerary specific to your needs. Every course is different and, in turn, every program will be different. By customizing each aspect of the program, we provide faculty leaders with an opportunity to create an itinerary that best meets the learning objectives of your course and directly aligns with your academic needs and expectations.

**Onsite staff on every program** Every program we operate includes a 24/7 staff member to manage not only the logistics of the program, but also any incidents and emergencies that may arise during your time abroad. This full-time staff support allows the faculty leader(s) to focus on meeting the academic objectives of the course. Without this onsite coordinator, faculty are left to manage everything entirely on their own.

**Experienced Risk Management and Emergency Response Team** At CISabroad, we know our greatest responsibility is to develop and operate programs with the health and safety of our participants at the forefront of our decisions. We also know that studying and working abroad involves a certain amount of risk. Our job is to mitigate these risks without sacrificing the wonderful opportunities that only studying abroad can offer. Here’s a brief outline on some of the ways we manage risk, prepare our participants ahead of time, and respond if things don’t go as planned:

- Risk Management Training and Professional Development for Staff
- Careful Choice of Program Locations and Overseas Partners
- Student Health Questionnaire (submittal and staff review)
- Pre-departure and onsite orientation
- International Medical and Accident Insurance, and Liability Insurance
- Onsite support and 24/7 Emergency Assistance
- Experienced CISabroad Crisis and Emergency Response Team

We are vigilant about staying current on the latest guidelines and protocols available to us in the field. We employ best practices as defined by the field of International Education, are involved in professional discussions and workshops, and also actively work with our U.S.-based and field staff on an ongoing basis to ensure we mitigate risks and are well prepared to manage situations should they arise.

**LGBTQ initiatives - We are a Generation Study Abroad Partner!** Our pledge to support Generation Study Abroad speaks to our deep belief in the transformational power of education abroad, especially for underserved populations. In 2016 we won the GoAbroad.com Award for Innovation in Diversity, in part because of our pledge to increase knowledge about and access to education abroad for the LGBTQ student population. We offer LGBTQ programming, educational workshops & resources, webinars, and international site visits specifically designed to meet the needs of the LGBTQ population.
Program Inclusions

The following are included in all CISabroad faculty-led programs. Specifics will be noted within your daily itinerary.

**Onsite staff and Guides**  We value the need to have staff on the ground available to you 24/7. Our trained Onsite Program Coordinators and Site Directors are there to assist you with logistical changes, cultural curriculum, student incidents and onsite emergencies. In some locations your itinerary may also require a licensed guide, which we can provide in addition to your Onsite Program Coordinator.

**24/7 Emergency Support**  Your OPC will be with you for the entire duration of your program. In the rare event that your OPC is unavailable and you find yourself in an emergency situation, please call the CISabroad emergency phone immediately. The emergency line is staffed 24 hours a day, 7 days a week by a member of the CISabroad Emergency Response Team. If you do not reach someone on your first call attempt, keep trying; someone will always answer.

**Ground Transportation**  From touchdown in country to take off, you don’t have to worry about getting from point A to point B. Whether by vetted and approved private coach, or by local and public transportation, we will get you there safe and sound.

**Pre-Departure and onsite Orientation Materials**  Where are we staying? What is the local currency? Who will be picking us up at the airport? You may have a lot of questions prior to your program departure, and through our online pre-departure orientation materials, we’ll make sure that no question is left unanswered. Additionally, in each destination, our onsite staff will lead the group through an onsite health and safety orientation.

**Accommodation**  We budget for the accommodations best suited to your group needs and learning outcomes. Your own housing recommendations are also welcome and we’ll do our best to accommodate your top choices, taking another worry off your mind.

**Excursions and Academic Visits**  This is where customization is key! Our program coordinators are prepared to collaborate with you to design your ideal program. Major tourist attractions are a big draw for students and faculty leaders alike. After all, what trip to Paris would be complete without a stop at the Eiffel Tower? We recognize the need for students to experience what makes certain cities so iconic while also exposing them to hidden gems that enhance their understanding of the course material. Our knowledgeable staff can help you identify the perfect excursions for your program, both on and off the beaten path.
Program Inclusions

La Vida Local Culture Series  We know that cultural immersion contributes to growth, perspective and learning to be flexible in the most extreme circumstances, and we want students to “live the local life” as much as possible no matter the length of a program. So, built into each of our programs is our La Vida Local™ culture series.

La Vida Local is our cultural immersion program, which means to “Live a local’s life.” The goal of the program is to help students immerse themselves into the local culture and live like a local through a variety of activities and/or projects. We want students to see where the locals eat, shop, hang out and learn to understand the culture in their host country - we want them to learn and understand that a difference of culture is not wrong, it is simply different.

Depending on the amount of flexibility and free time in a program itinerary, our team is happy to provide a list of La Vida Local activities for the particular city and country. The Onsite Program Coordinator for your program can offer these as suggestions or as part of a contest to see which students can cross off as many activities from their list!

Examples of La Vida Local program activities:

- The CIS leader sends the students in pairs or small groups on a scavenger hunt around the neighborhood in which they are staying to help them get acquainted with the neighborhood.
- Hold a Facebook (or Instagram, Twitter, etc.) photo contest on the most innovative graffiti found in the city, or the “weirdest” food, or the “essence” of the city.
- Have students keep a running list with ticket stubs or photos (if no ticket required) of local monuments/historical sites visited and give the student with the most visits a prize at the farewell dinner.
- Participate in national holidays! For example, if the program overlaps with Bastille Day in Paris, the CIS Leader will put together a list of excursions throughout the city that day for students to participate in like the locals do.

Classroom/Facility Space  While getting out of the traditional classroom is one of the draws of offering a study abroad program, we recognize that pre-arranged meeting space is sometimes essential to meet university required contact hours. Inform your Program Coordinator of any specific classroom needs and let them do the rest. If requested, they'll make sure to plan for a space to be set up and ready for you to teach - along with any AV or WiFi needs.

Health Insurance and Liability insurance  Health insurance is essential for all study abroad participants. Through our partnership with Cultural Insurance Services International, we are proud to offer the industry’s best. If your campus already provides comparable coverage, let us know and we can leave this out of your program cost. Looking for travel or trip insurance? Contact us to learn more about additional coverage. Also included in the package that CISabroad provides to you is your university named as an “Additional Insured” on our company’s liability insurance plan. This gives you and your university an extra layer of protection.

You guys rock; simply continue being you. You are extremely professional, helpful and willing to accommodate our needs. You do everything possible to make the program successful. Whatever changes are needed to make this program better, in my opinion, need to come from us. Thank you all for making this program possible. It was a wonderful experience for our students and your professionalism facilitated our jobs as teachers.

Dr. Jose Torres
Professor of English
SUNY Plattsburgh
Program Inclusions

Promotional Support  You may be a one-person office or a faculty leader with no time to create your own materials. We get it, and we’re here to help! We can, at your request, create flyers specifically tailored for your program and share our tricks of the trade for successfully recruiting potential students. Additionally, our University Relations representative for your institution is available to help with on-campus promotion, either at the study abroad fair or during another visit. Ask your program coordinator how you can take advantage of these opportunities.

Meals  Food is more than a basic need. When visiting a new country food is an incredible window into a culture, and meal times provide a delicious way to interact with the local population during your program! We include pre-arranged group welcome and farewell meals on all of our programs. As for the rest of the time you’re abroad, your program coordinator will work with you to determine whether building in additional group meals will work best for your group.

Gratuities  We take care of the gratuities for you! That’s right, there’s no awkward moment of passing around a hat to collect cash from your students to tip the guide, driver, or wait staff. Even better, there’s no pressure on you to add to the pot to ensure an appropriate tip. Our onsite staff will manage that for you!

Special Requests  See something that’s missing? Ask us to add it in!

Round-trip International and/or Domestic Airfare*  In need of a group flight or assistance with your travel reservations? Through our partnership with STA Travel, we are proud to offer these services for your next program. STA is available to provide advice on securing flights without putting your program cost out of range!

*The cost of flights is not included in our initial proposal. Please let your program coordinator know if you are interested in a quote for your group!

Working with CISabroad for our faculty led program was so wonderful. CISabroad was able to work directly with our faculty to give them the program they wanted without having to worry about the hassle of all the logistics especially while the program was running. They were flexible and accommodating with all aspects of program development and implementation. The onsite staff were absolutely amazing and without them, the program could not have run! Working with CISabroad was one of our first experiences working with a third party study abroad organization and we could not be happier with the outcome!

Abi Hastillo
Former Assistant Director of Education Abroad
University of Connecticut
Meet your Program Coordinator, Alexandra Kenney

After a study abroad trip to South Africa in high school, Alexandra was inspired to further pursue her love of travel and international education. She moved overseas for college to attend the National University of Ireland, Galway where she received her Bachelor of Commerce and Master of Science in Marketing degrees. During this time, Alexandra traveled extensively throughout Ireland as well as to England, Scotland, France, Italy, and Belgium. In her free time, she loves exploring her native New England and chatting to friends over a cup of tea.

Your program coordinator is your main point of contact from conception to departure and return. Prior to departure they will introduce you to your OPC whose responsibilities commence the day before your arrival and will serve as your main point of contact during the program.

What is an OPC?

As part of your faculty-led program abroad, you will be led and supported by a CISabroad On-Site Program Coordinator (OPC). You can expect to be introduced to your program coordinator between 2-4 weeks prior to departure. OPCs are experienced staff members who are present at all times on the program to ensure that the schedule goes according to plan. Each OPC attends an extensive training program that covers a range of modules.

The primary role of the OPC is to facilitate the in-country implementation of the assigned program by providing emergency response and logistical support. During the program, the OPC is responsible for managing the day-to-day logistics of the assigned program and providing in-country support to both the faculty and students. Using personal travel experience and professional work experience, the OPC will help create a program environment that is safe and culturally engaging.

The CISabroad OPC may or may not be an in country local. The majority of CISabroad OPCs are expats from the US, who have travelled, lived, volunteered, or worked abroad in the program destination. The OPC is not a registered tour guide nor expected to provide tours of sites visited during the program. If the program is one that requires specific guided tours of various sites, these will be provided separately.

If your program travels to one of CISabroad’s regular program sites, you might have the opportunity to interact with our Site Director. Site Directors are an additional level of support for your program should an emergency occur.

University Relations Representative, Kent Moore

Kent graduated from the University of South Carolina (USC) with a BS in international business and earned his MA in international relations from Leiden University. As an undergraduate, he couldn't get enough of education abroad, studying in Thailand and working as a peer advisor in USC’s study abroad office; he has a firm belief that study abroad is one of the best decisions a person can make. Kent has traveled widely in Europe and Southeast Asia, most recently living and studying in the Netherlands. He can be found in Upstate South Carolina, hiking with friends, cooking with his wife, playing soccer, or making large piles of sawdust.

Your University Relations Representative is available to help with on-campus marketing during recruitment for your program!
Our References

Carol Lebold
Associate Director of Education Abroad
University of Massachusetts-Amherst
413-545-5246
cjl@ipo.umass.edu

Gail DeBell
Study Abroad Director
Seattle Pacific University
206-281-2853
gdebell@spu.edu

Jim Galvin
Director of Faculty-Led Programs
University of California - San Diego
858-534-1123
jgalvin@ucsd.edu

Holly Hudson
Executive Director of Study Abroad
Texas A&M University
979-845-8588
hhudson@tamu.edu

Liz Shearer
Director of Study Abroad
Towson University
410-704-2451
lshearer@towson.edu

“Studying abroad has challenged my most basic assumptions about tourism, society, and identity. It has been the best four months of my life.”

Benjamin Beatty
Ohio University
Semester in Thailand: Spring 2018

Faculty Director References

Dr. Kirk Randazzo
Professor & Director of Graduate Studies
Department of Political Science
University of South Carolina
803-777-3109
randazzo@mailbox.sc.edu

Dr. Caitlin Caranen
Associate Professor
Department of History
Eastern Conn. State University
860-465-5033
carenenc@easternct.edu

Dr. Adrian Duran
Associate Professor
Unit Coordinator, Art & Art History
University of Nebraska Omaha
402-554-2588
arduran@unomaha.edu

Dr. Emily Stickler
Director of Criminology and Criminal Justice Undergraduate Program
University of Maryland
301-738-6307
wstickle@umd.edu

Dr. Emil Towner
Assistant professor
Department of Marketing
Saint Cloud State University
320-308-4068
ebtowner@stcloudstate.edu

“Many of our students want to be immersed when they study abroad and they worry that they can’t get that with a third party provider. With CISabroad and your La Vida Local cultural curriculum, students tell us that they engaged with the local culture and that your programs provide that immersive experience they are searching for.”

Christine Menand, Associate Director for Study Abroad and Exchange Programs
Carnegie Mellon University
Program Itinerary and Costs

Day 1: Friday, May 15, 2020 - Arrive in Ireland!
Day: Arrive in Dublin and meet your Onsite Program Coordinator (OPC) at the airport. Transfer to accommodations in Galway for check in and a health and safety orientation
Evening: Group Welcome Dinner

Meals: Dinner
Transportation: Airport to accommodations (one group transfer via private coach); accommodations to dinner (walking)

Day 2: Saturday, May 16, 2020 - Galway
Day: Take a guided day tour through the Burren to the Cliffs of Moher with a stop in Doolin for lunch

Meals: Breakfast, dinner stipend
Transportation: Private coach

Day 3: Sunday, May 17, 2020 - Galway
Day: Free day to explore Galway with La Vida Local activity suggestions provided by the OPC

Meals: Breakfast, dinner stipend
Transportation: None provided

Day 4: Monday, May 18, 2020 - Galway
Morning: Class session 1 & 2 (2 hours of classroom space provided)
Afternoon: Applied project / Company Visit (to be arranged by faculty; no formal classroom space provided)

Meals: Breakfast, lunch stipend, dinner stipend
Transportation: Public transportation and walking
Program Itinerary and Costs

**Day 5: Tuesday, May 19, 2020 - Galway**

**Morning:** Class session 1 & 2 (2 hours of classroom space provided)

**Afternoon:** Applied project / Company Visit (to be arranged by faculty; no formal classroom space provided)

**Meals:** Breakfast, lunch stipend, dinner stipend

**Transportation:** Public transportation and walking

**Day 6: Wednesday, May 20, 2020 - Galway**

**Morning:** Class session 1 & 2 (2 hours of classroom space provided)

**Afternoon:** Applied project / Company Visit (to be arranged by faculty; no formal classroom space provided)

**Meals:** Breakfast, lunch stipend, dinner stipend

**Transportation:** Public transportation and walking

**Day 7: Thursday, May 21, 2020 - Galway**

**Morning:** Class session 1 & 2 (2 hours of classroom space provided)

**Afternoon:** Applied project / Company Visit (to be arranged by faculty; no formal classroom space provided)

**Evening:** Excursion to Bunratty Castle for an evening banquet (pending availability, may be moved to a different day)

**Meals:** Breakfast, lunch stipend, dinner

**Transportation:** Public transportation and walking; private coach to Bunratty Castle

**Day 8: Friday, May 22, 2020 - Galway**

**Day:** Take a guided day tour through Connemara and visit Kylemore Abbey

**Meals:** Breakfast, dinner stipend

**Transportation:** Private coach
Program Itinerary and Costs

**Day 9: Saturday, May 23, 2020 - Galway**

**Day:** Visit Killary Sheep Farm to see bog cutting, sheep shearing, and sheepdog demonstrations

**Meals:** Breakfast, dinner stipend

**Transportation:** Private coach

**Day 10: Sunday, May 24, 2020 - Galway**

**Day:** Free day to explore Galway

**Meals:** Breakfast, dinner stipend

**Transportation:** None provided

**Day 11: Monday, May 25, 2020 - Galway**

**Morning:** Class session 1 & 2 (2 hours of classroom space provided)

**Afternoon:** Applied project / Company Visit (to be arranged by faculty; no formal classroom space provided)

**Meals:** Breakfast, lunch stipend, dinner stipend

**Transportation:** Public transportation and walking

**Day 12: Tuesday, May 26, 2020 - Galway**

**Morning:** Class session 1 & 2 (2 hours of classroom space provided)

**Afternoon:** Applied project / Company Visit (to be arranged by faculty; no formal classroom space provided)

**Meals:** Breakfast, lunch stipend, dinner stipend

**Transportation:** Public transportation and walking
Program Itinerary and Costs

Day 13: Wednesday, May 27, 2020 - Galway

Morning: Class session 1 & 2 (2 hours of classroom space provided)
Afternoon: Applied project / Company Visit (to be arranged by faculty; no formal classroom space provided)

Meals: Breakfast, lunch stipend, dinner stipend
Transportation: Public transportation and walking

Day 14: Thursday, May 28, 2020 - Galway

Morning: Class session 1 & 2 (2 hours of classroom space provided)
Afternoon: Applied project / Company Visit (to be arranged by faculty; no formal classroom space provided)

Meals: Breakfast, lunch stipend, dinner stipend
Transportation: Public transportation and walking

Day 15: Friday, May 29, 2020 - Galway to Dublin

Day: Check out of accommodations and transfer to Dublin. Check into accommodations upon arrival

Meals: Breakfast, dinner stipend
Transportation: Private coach

Day 16: Saturday, May 30, 2020 - Dublin

Morning: Visit Christchurch and St. Patrick’s Cathedrals (admission tickets included) before taking a guided tour of Trinity College and the Book of Kells
Afternoon: Take a self-guided tour of the Guinness Storehouse
Evening: Group dinner at the Brazenhead

Meals: Breakfast, dinner
Transportation: Public transportation and walking
Program Itinerary and Costs

Day 17: Sunday, May 31, 2020 - Dublin
Day: Free day to explore Dublin

Meals: Breakfast, dinner stipend
Transportation: None provided

Day 18: Monday June 1, 2020 - Dublin
Bank Holiday
Day: Take a guided day tour to the Antrim Coast to visit the Giants Causeway and the Carrick-a-Rede rope bridge

Meals: Breakfast, dinner stipend
Transportation: Private coach

Day 19: Tuesday, June 2, 2020 - Dublin
Morning: Presentation by Tourism Ireland (to be arranged by faculty, no formal classroom space provided)
Afternoon: Free time to explore Dublin

Meals: Breakfast, dinner stipend
Transportation: Public transportation and walking

Day 20: Wednesday, June 3, 2020 - Dublin
Day: Free time for last minute exploration of Dublin
Evening: Group Farewell Dinner and enjoy a Riverdance performance (pending availability, may be moved to a different day)

Meals: Breakfast, dinner
Transportation: None provided
Program Itinerary and Costs

Day 21: Thursday, June 4, 2020 - Dublin

Day: Check out of accommodations and transfer to the airport for flights home

Meals: Breakfast

Transportation: Accommodations to airport (one group transfer via private coach)

The above itinerary is for planning purposes, and contingent upon meeting a minimum enrollment of 10 students. Your program coordinator will begin the process of confirming accommodations, transportation, and other logistics after final enrollment is confirmed, and deposits have been received. You can expect a final itinerary within 2 to 4 weeks of departure. Should unforeseen circumstances compromise the agreed upon itinerary at any point either before or during the program, your program coordinator will work closely with you to identify appropriate alternatives.
CISabroad has long been committed to giving students the best value in study abroad: affordability, support, cultural immersion and academic relevance. We are committed to staying affordable and will continue to be.

If you receive another proposal for this program that comes in below our quote, please contact your program coordinator.

CISabroad costs include:

Transportation:
- One private group airport transfer upon arrival and departure for those who arrive/depart within designated time to be determined upon program confirmation
- In-country transportation to all group program activities as per itinerary

Meals:
- Breakfast provided daily
- A €15 lunch stipend for each day of classes at NUIG (8)
- A €25 dinner stipend each day without a scheduled group meal (16)
- Group welcome and farewell dinners

Accommodations:
- Shared occupancy housing (2-4 students per room) in budget hotels or hostels throughout the program for students.
- Private single with en-suite bathroom will be provided for faculty member in the same or nearby location
- Depending on final enrollment and gender breakdown, a single supplemental housing fee may be applicable.

Gratuities for tour guides, bus drivers and similar
All group excursions and entrance fees per itinerary
Pre-trip organizational program materials and marketing documents (upon request)
Extensive staff support throughout all phases of the program and CISabroad onsite program coordinator
Classroom/meeting space [8 days x 2 hours per day at NUIG]
24 hour emergency access to support staff and offices
CISI health insurance for every participant
$5M insurance policy protecting the institution

Prices do not include passport/visa fees/airport taxes if applicable or International airfare. Students and faculty have several options to consider for individual or group airfare. Should your university prefer to book group airfare for the program, please contact your program coordinator to discuss options.

Additional program components can be included upon request. This proposal is good for 30 days from receipt. After 30 days the price and services listed may need to be reviewed and re-quoted.

| 20+ participants* | $5,420 |
| 15-19 participants* | $5,815 |
| 10-14 participants* | $6,630 |
| Single supplement (if a private room is requested) | $5,300 |

*Two (2) FREE group leaders are included in the program costs above

TENTATIVE DEADLINES | Program Confirmation Deadline - Final Enrollment Due: February 1, 2020
Non-refundable Deposits and Participant Names Due: March 1, 2020
Final Payment Due: April 1, 2020
Finalized Itinerary: CISabroad to provide between 30 - 15 days before departure
Next Steps...

Requesting edits... Remember, we want to get this program right, and we want the itinerary to meet your program objectives and interests. So, if you see something missing, or you prefer for something to be rearranged, let your program coordinator know!

Request a program contract! Once you are pleased with the proposed itinerary and costs, your program coordinator will send over a program contract. Contracts lock-in prices, indicate payment deadlines and outline our cancellation and guest policies, as well as a few other items you would expect to see in a contract.

If your institution requires a Memorandum of Understanding first, please send that to your program coordinator, copied to Faculty-led Programs Manager, Jamie Hammond at jhammond@cisabroad.com.

Contracts should be reviewed by the faculty/program leader, study abroad office and then processed according to your campus’ internal approval process.

But wait, I don’t even have students yet! We don’t expect you to! There’s no monetary obligation associated with our contract, until we reach the deposit deadline. Think of our “contract” as more of an agreement between CISabroad and your institution to work together as you market the program and recruit students.

As the enrollment deadline approaches your program coordinator will reach out to you and the study abroad office to gauge how recruitment is going. No payment is due until you have met minimum enrollment and plan to move forward with the program.

What if we don’t meet minimum enrollment? Talk to us! Keep your program coordinator updated. You can certainly cancel the program with no monetary obligation, but we know how important it is for programs to run, especially first-timers! We can run programs with less than 10 students, but we do have to keep a few things in mind - like, what can we make optional in the itinerary so that prices don’t increase for students to participate? Your program coordinator can work with you to adjust the program as necessary.

If it doesn’t work out this year, let’s talk about next year and start marketing immediately!

[Advice to fellow faculty] Do not try to plan your trip alone, thanks to CISabroad...I really felt like I could focus on the course content and not worry about minute details of the logistics.

Karen Supan
Assistant Professor of Mechanical Engineering
Norwich University