

Custom Faculty Program Request

FACULTY NAME	
DEPARTMENT	
EMAIL	
CELL OR OFFICE PHONE	
PROPOSED PROGRAM COURSE (OR TYPE OF COURSE)	

To provide assistance, the OEA will need an overview of the program desired including:

- Ideal program length and time of year (*ex: May, any time in the summer, or winter break*)
- Ideal location(s)
- Types of activities and excursions, including any “must-haves” and preferred locations
- Types of academic visits, such as specific business types or specific organizations
- If group meals should be included
- If city tours should be included in the activities, and preference for tour guide or independent city tour
- Preferred type of flight (*group or individual*)
- Preferred in-country travel (*ex: charter bus full-time or part-time, public transportation, only need train tickets in-between Vienna and Prague, etc..*)
- If classroom or meeting space is needed
- Housing preferences (*ex: hotel, hostel, housing on a university campus*)
- How flexible you are with dates, location(s), and program details

Include this information in the space below (& next page) and submit to educationabroad@mtsu.edu.

