



Custom Faculty Program Request

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

<u>To provide assistance, the OEA will need an overview of the program desired including:</u>

- 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 <u>educationabroad@mtsu.edu</u>.

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