

2009 Global Business Study Tours Information Packet



APPLY ONLINE BY 5 P.M. OCTOBER 27 AT

http://foster.washington.edu/ciber/study_tour.shtml

Global Business Center

<http://foster.washington.edu/ciber>

Staff Contact:

Jenn Adrien

Lewis Hall 315

206.616.3806

jadrien@u.washington.edu

The Global Business Center is home to UW CIBER

INTRODUCTION

Thank you for your interest in participating in the 13th annual Global Business Study Tour Program sponsored by the Global Business Center. You'll join nearly 600 other graduate students who have traveled to Argentina, Australia, Belgium, Brazil, Canada, China, England, Finland, France, Germany, Greece, India, Indonesia, Ireland, Japan, Korea, Malaysia, Peru, Russia, Singapore, South Africa, Sweden, Taiwan, Thailand, Turkey, and Vietnam.

These intensive “field trips” were created to enhance in-classroom global education and to provide access to some of the most well known national and multinational companies via company tours and personal meetings with top-level executives. You'll also have the chance to experience another culture through customs, cuisine, and visits to historical and architectural sites, alongside other graduate students who have an interest in global business.

The tours are sponsored by the Global Business Center, home to UW CIBER, with support from the University of Washington Foster School of Business.

LEADERSHIP TEAM

The Global Business Study Tours are sponsored by the **Global Business Center** with support from the Foster School. **Jenn Adrien**, Assistant Director for MBA Global Programs, oversees the study tour application process, arranges the pre-departure orientation sessions, advises the study tour leaders and faculty representative on tour logistics, and acts as a liaison to the MBA Program Office and other UW graduate departments for tour related issues. Questions regarding the study tours should be directed to Jenn at jadrien@u.washington.edu, 206.616.3806 or in Lewis 315.

MBA student tour leaders, generally two to three continuing MBA students, lead each tour. These student tour leaders submit a proposal outlining the tour itinerary, its focus, tour logistics, and sample budget, and are selected based on their leadership skills. Each tour leader arranges logistics, company visits, and cultural activities. The process of planning and leading a tour takes a tremendous amount of time above and beyond the normal MBA responsibilities. Tour participants contribute an honorarium to cover two student leaders' expenses as a contribution for their leadership, hard work, and countless hours planning and leading each study tour.

A **faculty representative** accompanies each tour. This advisor joins the trip as an official representative of the UW Business School, serves as an advisor to the student tour leaders and acts as a tour resource for the business and/or cultural climate of the country(s) visited during the tour. The faculty representative assigns the project/paper to the students who elect to take the study tour for credit and oversees the distribution of academic credit. During the tour, the faculty representative assists the tour leaders whenever necessary and learns alongside the student participants.

COSTS

Each Study Tour is priced individually. Participants will have the option to have the student leaders purchase the airfare and travel in a group with the leaders, or to purchase their own airfare and arrive at the destination hotel by the time/date specified by the student leaders. Students must arrive at the destination and return to Seattle within strict time frames. Tour durations vary from 4 days to 2 weeks.

The flat rate includes all accommodations (double-occupancy), in-country transportation, some meals and cultural excursions, and covers the travel costs for 2 student leaders. Some tours may include more in-country incidentals than others.

The cost of international roundtrip airfare, entrance visas, required immunizations, personal expenses, optional cultural events, and some meals is not covered in the tour budget. Each tour budget is not to exceed the flat rate shown below. All airfare is approximate. Funds remaining in the Study Tour account will be refunded equally to the student participants after all tour expenses have been paid.

- Argentina: \$2,150 + airfare (approx. \$1,500)
- Canada: \$650 – 4 days, Presidents Day Weekend, Feb 2009
- Japan: \$2,950 + airfare (approx. \$1,200)
- Germany/Switzerland: \$2,700 + airfare (approx. \$1,100) – 10 days
- Taiwan/Hong Kong: \$2,100 + airfare (approx. \$1,500)
- India: \$3,250 + airfare (approx. \$1,200)

Credit cards will be accepted for tour payments.

The Global Business Center pays the faculty representative’s travel costs.

TOUR PAYMENTS AND REFUND POLICY

Global Business Study Tours are an extra-curricular program, and the cost of the tours is not included in UW tuition. Every tour participant must provide tour payments as per the below schedule. Failure to pay the program fees by the deadline will jeopardize your tour status.

Participants may pay for the entire Study Tour in a lump sum or choose to follow the payment schedule.

Date	Amount	Note
November 3	\$1,000	Deposit (\$200 of which is non-refundable) due by 4:00 p.m. to Global Business Center, Lewis Hall 315
December 4	Balance due	Participants must declare on Dec 4 if they will purchase airfare with the tour or on their own.

FINANCIAL AID

Past tour participants have succeeded in obtaining additional financial aid to help cover the cost of a Global Business Study Tour. Questions regarding these options should be directed to the Office of Student Financial Aid, 105 Schmitz Hall, 206-543-6101 or osfa@u.washington.edu. The Global Business Center can provide documentation of tour participation to the Student Financial Aid Office. In order to receive aid, tour participants must enroll in the study tour for academic credit and be within their financial aid award limit.

CANCELLATIONS AND REFUNDS

Please notify the Global Business Center immediately if you must cancel from any GBC-sponsored trip. **\$200.00 of the Study Tour deposit is non-refundable, regardless of the cancellation reason or date.**

There are many reasons students have cancelled their participation in a Study Tour. Because the program fees are disbursed on students' behalf to overseas vendors, the refund policy is not negotiable.

The following refund policy is in effect for the 2009 Study Tours:

Date	Refund amount
Through Dec. 4	100% of program fee
Dec. 5 to Jan. 4	50% of program fee
Jan 5 to Feb 8	25% of program fee
Feb 9 - Mar 15	0% of program fee

The exact cost of each Study Tour will not be confirmed until after the tour is over. At the conclusion of the study tour and the reconciling of the final tour budget, the University will refund any money collected that was not used during the course of the study tour. The amount of refund will vary by tour and is by no means guaranteed.

TOUR & TRAVEL EXPECTATIONS

Arrangements for group travel require special considerations. We appreciate your understanding for abiding by the following important tour expectations.

ACCOMMODATIONS

Reservations are made with hotels located in business districts and ones that meet the overall tour budget. Attempts are made to stay in hotels with a variety of amenities including internet access, workout facilities, and even breakfast, but depending on the country and/or hotel, these items may not be available. All rooms unless specified by the tour leaders are double occupancy.

AIRFARE

Participants will be permitted to purchase their own airfare for the 2009 tours. You must follow the time and date guidelines for arrival at the Study Tour destination as well as for the return to Seattle. Classroom absences prior to and following the Study Tour are not permitted and will not be excused by the MBA Program.

ATTENDANCE FOR COMPANY VISITS

The foundation of study tours is company visits. Participants are required to attend all company visits. Companies expect a certain number of participants to attend and any number less than an expected amount reflects poorly on the Foster School and disrespects the efforts made by tour leaders to arrange the company visit. Future study tours, employment, and internships can depend on the impression left by tour participants on company executives and even on fellow tour participants. Therefore, we require all participants to treat these events in the same professional manner you would a job interview.

ATTIRE & GROOMING

A professional appearance sets an example and distinguishes UW study tours from other travel groups. Business attire is required for all company visits or evening networking events. Jeans (blue or any other color) or shorts are not permitted for company visits. Country specific expectations for attire and footwear will be discussed in pre-departure tour sessions. Men should remain cleanly shaven unless they entered the country with facial hair.

CHILDREN

Children are not permitted on any international GBC-sponsored program.

COMPANY PRESENTATIONS

Every attempt is made to identify interesting and dynamic presenters for company visits. However, the quality of presentations is beyond the control of the Global Business Center, faculty, and tour leaders. Interesting corporate presentations are directly related to the involvement and attentiveness of tour participants. Please be prepared with questions to engage the executive presenters.

FINALS

Participants must complete all coursework and final exams prior to tour departure. **Participants are also required to notify their professors of an early departure for a study tour.** If you have any questions or need assistance with arranging early finals, please contact the Global Business Center. The MBA Program Office will provide a list of study tour participants to Foster School faculty.

FREE TIME

Free time is scheduled during the study tour. Group activities may be organized during this time, but participation is completely optional.

LUGGAGE

Luggage is limited to one carry-on and one checked suitcase. Keep in mind that you are your own porter for the duration of the trip. Not all countries have elevators, escalators, or even ramps. Packing suggestions will be covered in a pre-departure session.

NON-UW PEOPLE JOINING THE TOUR

The tour is organized and scheduled for UW graduate students only. Friends, family, or work colleagues residing in the tour country cannot participate on organized tour activities, including cultural excursions or company visits. Utilize free time to visit acquaintances living in-country.

SPOUSES & SIGNIFICANT OTHERS

Spouses and significant others can join a study tour if they are a matriculated (registered) graduate student at the University of Washington. They must apply for a tour and be selected through the study tour lottery. No special consideration of any kind is given to people who wish to participate on the same tour.

TIMELINESS

The effectiveness of group travel is directly related to timeliness. Participants are expected to be on time for all group events and meeting times. Late arrivals may be left behind. Students who do not meet up with the tour as directed will be left behind and will risk forfeiting academic credit for IBUS 570.

TOURIST/ENTRY VISAS

Depending on nationality and country requirements, participants may be required to obtain entry visas prior to departure. The cost of any tourist/entry visas and traveling to obtain a visa (if required) is not covered by the tour budget.

MEDICAL, ACCIDENT, & TRAVEL INSURANCE

Participants engage in a study tour for their own personal benefit, and with any travel program participants may encounter unexpected risks. These risks include, but are not limited to sickness, exposure to disease, political upheaval, accidents, the forces of nature, travel dangers on the air or ground, and property loss and damage. Optional insurance is available for all tour participants.

MEDICAL ACCIDENT & SICKNESS INSURANCE

The University of Washington offers special accident and sickness insurance for all registered students while participating in trips outside the United States. Insurance purchased through UW is completely optional. It provides coverage for 24-hour accidental medical expense during the duration of the study tour and covers medical evacuation in the event a participant has to be transported back to their home country. You may purchase the additional insurance from a cashier in Schmitz Hall. Information about this and other insurance programs will be provided to confirmed tour participants during pre-departure sessions.

TRAVEL INSURANCE

Various companies provide optional travel insurance that covers items including trip cancellation, trip interruption, travel delay, missed connection, baggage delay, and additional medical expense coverage. Purchasing this insurance is completely optional. When talking with insurance companies, be certain to clarify the exact terms of the insurance policy and any exclusions. For example, travel insurance may not cover trip cancellation or interruption due to acts of war or political upheaval. The following is a sample of insurance companies, is provided for reference purposes only, and is not an endorsement of any single insurance policy. Tour participants are encouraged to investigate other insurance plans in addition to the ones listed below.

- **Travel Insured International**, 1.800.243.3174, www.travelinsured.com
- **Travel Insurance.com**, 1.800.553.1346, www.utravelpro.com
- **HTH Worldwide**, 1.877.598.8646, www.insurancetogo.com

PRE-DEPARTURE SESSIONS

A series of pre-departure sessions are scheduled during winter quarter. All tour participants are encouraged to attend these sessions. These sessions are intended to provide industry, business, cultural, historic, and political background information prior to tour departure. The sessions are facilitated by the faculty representative and student tour leaders and may include guest speakers from the Seattle business community and the University of Washington.

ACADEMIC CREDIT

Tour participants have the option of receiving two academic credits during winter quarter when registered for **IBUS 570: Global Study Tour**. To receive academic credit the following requirements must be fulfilled:

- Attendance at four out of five pre-departure sessions

- Complete project/paper under advisement from faculty representative.

ADD CODES

Add codes will be distributed by the tour's respective faculty representative in December. Students enrolled in any program other than the daytime MBA program must wait until the first week of winter quarter to register for IBUS 570.

PARTICIPATION

Participation is important during pre-departure sessions. All tour participants may be asked to prepare business or cultural presentations or provide a list of possible questions for a specific company visit. The amount of out-of-classroom time required to prepare for these presentations will be minimal. We've found that interactive and participatory pre-departure sessions are valuable learning experiences for everyone. The sessions are informal and are a great opportunity to meet fellow tour participants before departure and may include opportunities to sample foreign cuisine, or practice useful foreign language phrases before leaving Seattle.

SCHEDULE

Pre-departure sessions will be held on Tuesday evenings in Balmer Hall. Syllabi, times, and rooms will be confirmed by mid-December. The sessions will occur on the following dates:

- January 20
- February 3
- February 17
- March 3
- March 10

LOTTERY SELECTION PROCESS

In the event there are more than 20 interested students for any given study tour, tour participants will be selected by a lottery system. A lottery system provides students an equal opportunity of being selected for one of the five March 2009 destinations.

The lottery will be held on October 28. Tour applicants need not be present during the lottery in order to be selected. Students must submit their application electronically by the deadline (5:00 p.m. on October 27) to participate in the lottery selection process. Late applications will be accepted but there is no guarantee of placement on any tour.

All tour applicants will be notified by email no later than the end of business hours on Wednesday, October 29 regarding the lottery results and their tour status. Study tour participants must submit a \$1,000 tour deposit (\$200.00 non-refundable).

The selection lottery will take place in 4 rounds:

Round A: Graduating MBA students who need the Global Business Study Tour to fulfill the Global Business Program certificate requirements.

Round B: All UW Seattle MBA tour applicants who have not participated on a Global Business Center Global Business Study Tour.

Round C: All non-UW Seattle MBA applicants who have not participated on a Global Business Center Global Business Study Tour.

Round D: All tour applicants who have participated on a Global Business Center Global Business Study Tour.

The lottery selection will proceed as follows:

1. The names of all tour applicants and their tour preference will be printed on slips of paper and placed in a lottery box.
2. In each lottery round, name card will be drawn one at a time. Tour applicants will be placed on a tour based on the order of preference listed on the application, based upon tour availability.
3. Each round of the lottery system will proceed until each study tour is filled.
4. When all tours are filled, the remaining names will be drawn and placed on the preferred wait list in the order drawn from the lottery box.

At the conclusion of the lottery selection:

1. Tour applicants will be notified of their tour selection status **by email**.
2. **Selected tour participants must accept or deny the tour placement. After accepting the tour placement, participants will have until 5:00 p.m. on Monday, November 3 to confirm their tour selection by submitting the \$1,000 tour deposit to the Global Business Center, Lewis Hall 315.**
3. If a tour participant cancels or rejects the tour placement, the 1st person listed on the wait list will be contacted by the Global Business Center by email. This student will then have 48 hours to confirm their tour participation and to submit the designated tour deposit.
4. If a vacancy occurs on a tour that no longer has a wait list, the students wait-listed for other tours will be contacted in the order of their lottery number.
5. Once students are placed, they must accept that tour or decline. Students who decline their initial study tour placement may select another tour's waitlist but will be moved to the bottom regardless of lottery number.
6. If a group roster drops to fewer than 15 students, the tour may be cancelled. In the event of a cancellation, student tour leaders and graduating MBA students who need the tour to fulfill the Global Business Program Certificate requirements may be offered another tour based on available space.

FREQUENTLY ASKED QUESTIONS

Q: When will the lottery selection system be utilized?

A: The lottery selection system will be used if there are more than 20 graduate students interested in a tour. If supply meets demand, all applicants will be placed on a tour.

Q: Can my spouse or significant other join a study tour?

A: Spouses and significant others may join a tour if s/he is a UW matriculated graduate student, turns in the necessary application materials by the deadline, and is selected for a tour through the lottery system. No guarantees or special consideration can be given.

Q: What is the withdrawal policy?

A: A student withdrawing from the program by January 2 will be refunded all but the non-refundable \$200 program deposit. Any student withdrawing from the program after this deadline will be liable for non-recoverable payments already made or committed on behalf of the participant, which could range up to the entire program fee. No refunds will be given once the tours leave. Notice of withdrawal from the program must be made in writing to the Global Business Center.

Q: Can I plan my own airline travel in order to utilize or obtain frequent flier miles?

A: Yes. Participants may purchase their own international airfare as long as they follow the guidelines for arrival and departures time frames put forth by the Global Business Center. Details for each tour will be distributed by the tour leaders.

Q: When is it too late to add individuals to a study tour from the wait lists?

A: Generally, airline tickets and visa arrangements are finalized in early January. At that time, it is often too late to add a new participant to the study tour based on group travel regulations and time needed to obtain a

travel visa. If the necessary arrangements can be made, the Global Business Center and the tour leaders will make every attempt to accommodate individuals from the wait list on a space available basis.

Q: Can I either go ahead of the tour group or stay behind for personal travel?

A: No. The MBA Program Office does not permit continuing students to miss any classes before or after the Study Tours. Students who will graduate at the end of winter quarter are not obligated to return for spring quarter classes and may travel after the tour as they please.

Q: Will I need to obtain immunizations?

A: Maybe. You might be required to obtain certain immunizations based on the tour destinations. Most travel immunizations can be obtained from UW Hall Health or through King County Health. The Global Business Center or the tour leaders will provide additional information regarding immunizations. It is important to be current on general immunizations (Measles, Tetanus, Hepatitis) regardless of your travel destination.

Q: Why should my passport be valid for at least 6 months beyond the tour date?

A: A passport valid for at least 6 months beyond the dates of travel is a required for entry by foreign countries. Check the expiration date of your passport or apply for one immediately passport if you don't already have one. Recent changes in travel regulations have significantly extended passport processing times. In addition, all passports and related travel documents must be in acceptable condition for regulations imposed by both the destination country as well as the roundtrip airline carrier. Students have been refused the right to board flights due to insufficient number of blank passport pages and poor passport quality. It is the sole responsibility of the traveler to be knowledgeable of the criteria (visas, passport condition, documents, etc.) necessary for international travel.