

# Information for our leaders



## Development & Planning

The journey begins with helping us in the planning and development of the program. Your input on the mission, goals, and overall focus of the program are key to planning an insightful, enjoyable, and memorable experience for our travelers.

Teams are comprised of anywhere from 10-20 people (or more), but the total number of travelers depends on the interest of those invited. The program itself is less than two weeks long. Activities are generally fairly work-intensive; travelers are involved in at least 10 hours of professional meetings and field site visits in addition to a number of cultural and social activities. Accompanying guests are welcome to attend a special program of exploring and sightseeing activities designed specifically for them while the professionals are in meetings.

Once overseas, you, as the leader, become the uniting force for the team. You will co-chair meetings, make opening remarks, guide the professional discussions, and represent the team at any banquets and formal activities. You will be accompanied by in-country guides and interpreters who will assist with all logistical matters.

A leader's program costs are covered by Nanda Journeys once there is a minimum of 10 participants – or as determined by our office if feasible for travel with less than that number. A co-leader may be added as needed in order to support the program and is dependent on total number of travelers. Determination of a co-leader will be made at 45 days prior to departure. If it is determined a co-leader is to be added to the team, his or her program cost will be covered.

Trip participants are responsible for their own program costs. Some may receive funding or sponsorship, perhaps from their employers for the purpose of continuing education. Grants or scholarships are also common ways to fund program costs.

## Forming the team of travelers

One of your first responsibilities as a leader is assisting in the development of your program. Providing the information outlined in the mission statement will help define the professional purpose for your overseas counterparts, participants, and the organizations with which the team members will meet.

We will work very closely with you to determine marketing channels. This includes social media or electronic (email, newsletter) outreach to local, state, and national organizations in your field along with friends, colleagues, and related contacts. In a nutshell, anyone who might be interested in passing along details of the program. Methods of outreach could include email blasts, web ads, e-newsletter mentions, and social media outreach with the key being that the more avenues explored, the better the chances of forming a team of traveling size. We will work together to form a plan for the marketing aspect of the journey planning.

We're looking forward to working with you toward a rewarding program that meets the needs and interests of our travelers as well as the overseas counterparts with whom they will meet. It's an amazing experience, long remembered, and your help, insight, and enthusiasm to make it all happen will be most important!

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## Professional Profile

Please send us a copy of your one-page biography, or complete the following profile. This profile will be shared with overseas organizations to prepare your hosts and develop your professional meetings. *A copy of your full curriculum vitae for our file is also appreciated.*

**Current and immediate-past professional positions:**

**Affiliations with professional associations or societies:**

**Career highlights (awards, recognitions, contributions to your field):**

**Professional experience (international, domestic, unique):**

**Publications:**