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| **Global Learning Logistics Worksheet** | | | |
| Item |  | Completion Target Date | Who is responsible? |
| **Itinerary** |  |  |  |
| **Budget** |  |  |  |
| **Proposal and Risk Assessment** |  |  |  |
| **Promotion and Recruitment** |  |  |  |
| Materials |  |  |  |
| Activities |  |  |  |
| **Student Selection** |  |  |  |
| **Transportation** |  |  |  |
| Group flight and/or Leader Flight |  |  |  |
| Arrival and group pick up |  |  |  |
| Meet and greet services |  |  |  |
| Daily transportation |  |  |  |
| **Orientations** |  |  |  |
| Pre-departure Handbook |  |  |  |
| Pre-departure session(s) |  |  |  |
| Arrival on site |  |  |  |
| Pre-departure from site |  |  |  |
| Re-entry programming |  |  |  |
| **Student Accommodations** |  |  |  |
| Type / Inclusions |  |  |  |
| Meal options |  |  |  |
| **Leader Accommodations** |  |  |  |
| Type / Inclusions |  |  |  |
| Meal options |  |  |  |
| **Facilities** |  |  |  |
| Classroom technology |  |  |  |
| Library and other resources |  |  |  |
| Guest lectures |  |  |  |
| Supplemental instructions |  |  |  |
| **Excursions** |  |  |  |
| Transportation |  |  |  |
| Accommodations |  |  |  |
| Meals |  |  |  |
| Guides |  |  |  |
| Fees |  |  |  |
| **Emergency Planning** |  |  |  |
| Services list |  |  |  |
| Government services |  |  |  |
| Hospitals |  |  |  |
| Dental clinics |  |  |  |
| **Daily program schedule** |  |  |  |

## **Questions**

**What type of program model will you adopt?**

Institutional/Partner Model Third Party Provider Model Pure Instructor-Led Model Mixed

**If you are utilising an external institution or provider, does Western Sydney University have an agreement with the prospective partner?**

Yes No I don’t know

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| **Comments:** |
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