



How We Work Together

PROGRAM
OVERSIGHT AND
FACILITATION

International Program Consultants

An International Program Consultant meets and works directly with each leader and provides oversight of all course travel arrangements. They oversee the coordination process between the leader and all staff at Seminars International through the creation, promotion, support and arrangements of your program.

PROGRAM
CREATION

Proposal Program Planner

Upon receipt of the leader's travel course itinerary and needed services, the process begins by arranging the requested course travel arrangements and requesting price quotes from airlines, accommodation providers, ground transportation providers, guides, local ground operators, etc. Our Proposal Program Planner will communicate directly with the leaders to advise of any recommended changes to the itinerary and final costs for the tour.

**Faculty
Director / or
Group Leader**

PROGRAM
PROMOTION

Program Promotion

If a brochure, flyer, e-document or other promotional component is desired to help support the program, we will be happy to work with the leader to meet their specific needs.

PROGRAM
SUPPORT

Administrative Coordinator

We process all course and tour enrollments from receipt of enrollment forms through final payments with the distribution of travel packets prior to group departure.

PROGRAM
ARRANGEMENTS

Operations Coordinators

One of our experienced Operations Coordinators is assigned to each course/program once the itinerary and pricing is completed and the signed Statement of Conditions has been received from the leader. The assigned Operations Coordinator will work directly with the leader to confirm, update and advise of any changes to the course/program itinerary. The Operations Coordinators will finalize arrangements with the airlines, accommodation providers, local ground operators, etc. on behalf of the participants and the leaders. Each leader will be provided an extensive and detailed Travel Arrangements Binder prior to departure.