CIS Canadian University Tour to the Middle East

3 - 18 February 2017

Dubai, United Arab Emirates
Abu Dhabi, United Arab Emirates
Muscat, Oman
Doha, Qatar
Kuwait City, Kuwait
Amman, Jordan
ABOUT THE TOUR

The CIS Canadian University Tour provides leading CIS-member institutions a robust, safe, and efficient vehicle for accessing some of this region’s strongest prospective undergraduate students.

For over 15 years running, this tour has a long standing, strong reputation with high school counsellors, advisors, and students within the region. Participating institutions will meet with hundreds of diverse students, not only from the Middle East region, but also expatriate students from throughout the world, and gain access to these high-quality, internationally mobile students through events at more than 40 top schools and other outreach events in five countries. The CIS Canadian Tour saves your institution the time required for the planning and logistics of this extensive itinerary, allowing representatives to focus on developing relationships with students, parents, counselors and key contacts in the region.

The university representatives work and travel together in a safe and supportive environment and all take part in the promotion of study in Canada opportunities. The combination of presentations and fairs allows prospects to hear more about Canadian post-secondary education, scholarships, and work opportunities as a whole and then spend time with the individual institutions, collecting information on admissions, programs, and student life on campus. The timing of the tour allows institutions to meet with current applicants and admitted students they met in the fall while still connecting with prospective students and families.

Please note: This tour is only available to Canadian institutions.

What makes CIS Tours unique?

**TARGETED.** This tours is available exclusively for Canadian universities, with programming that targets 3000+ academically-qualified and globally-mobile national and international school students and families.

**INTIMATE.** Small group of 12-15 university participants allows for more networking and institutional promotion during all activities.

**VALUE.** Inclusive tour pricing that covers marketing campaigns, logistics, public events, and all school visits.

**SAFE.** With the support of Wren & Fida, all logistics of group travel are taken into careful consideration and in the event of any emergency or situation, assistance is available on and off the ground.

**TIMING.** Timing of tour allows institutions to meet applicants and current admits as well as continuing outreach with prospective students.

**QUALITY.** Tours are organized under the auspices of CIS – a respected non-profit with 40 years of experience facilitating links between universities and secondary schools around the world. Tour leaders are experienced international recruitment professionals working at CIS Canadian member institutions.

“There is truth to the statement ‘strength in numbers.’ The presence of multiple Canadian Universities added depth and dimension to our tour and offered unique opportunities to prospects. This is an exceptional tour to raise the profile of Canadian institutions in the Middle East.”

- Kimberly Randall, Ryerson University
MEET THE TOUR DIRECTORS

TOUR DIRECTOR
Jennifer Peterman
Senior Manager of Global Undergraduate Recruitment and Communications
McGill University
Tel: +1 514.398.1206
Email: jennifer.peterman@mcgill.ca

Jennifer has over 15 years of experience in recruitment and admissions at McGill University and has travelled to over 30 countries for higher education and strategic enrolment purposes. This is Jennifer’s 2nd year as CIS CHEC Middle East Tour Director and 3rd year with tour leadership. In addition to travel and event planning, Jennifer focusses on her family of three kids and one very supportive husband.

ASSISTANT TOUR DIRECTOR
Carolyn O’Keefe
International Student Recruitment Officer
Memorial University
Tel: +1 709.864.8407
Email: carolynok@mun.ca

Carolyn has over nine years of experience in the higher education industry. She has extensive international recruitment experience in the Middle East, Africa, Turkey and China, and has presented on various topics at international conferences such as the CIS Forum and International ACAC. This will be Carolyn’s tenth time visiting the Middle East, but her first time co-leading the CIS CHEC Middle East tour.

TRAVEL SUPPORT
Brett Steele
Managing Director
Wren & Fida International
Email: bsteele@wfintl.com

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-Kimberly Randall, Ryerson University
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DESTINATIONS
Dubai & Abu Dhabi (United Arab Emirates), Muscat (Oman), Doha (Qatar), Kuwait City (Kuwait), Amman (Jordan).

TRANSPORTATION
All flights will be coach/economy class. Flights begin Abu Dhabi (UAE) and end in Amman (Jordan). International flights to Dubai and from Amman are not included, though Wren & Fida can assist you with flight booking.

ACCOMODATIONS
Fifteen (15) nights at first class hotels, single rooms, taxes, breakfast and internet included. Hotel list will be posted to the Wren & Fida website.

TRANSFERS
Included from airport to the hotel and vice versa, by private motor coach. All group transfers for school visits and college fairs are included.

ORIENTATION/DEBRIEFING
Orientation meeting in Dubai and debriefing in Amman.

MEALS
Daily breakfast. Opening lunch in Dubai and closing dinner in Amman.

GRATUITIES & TAXES
All gratuities and taxes related to transportation, accommodation and transfers are included. Airport and hotel porters, drivers and guide gratuities are all included. Airport departure taxes are also included.

PASSPORTS/VISAS
A valid passport is required to travel, along with a minimum validity of six months and six empty visa pages. Visas are not included in the cost of the tour. Our partner CIBT will assist all participants.

TOUR GUIDANCE & MANAGEMENT
The tour director and assistant tour director are experienced admissions professionals who will manage leading this tour. A professional tour manager from Wren & Fida International will also travel with the group to handle all technical travel details.

WEBPAGE
A webpage with login and password will be provided for pre-trip communication.

PRE-TRIP MATERIALS
Appropriate tour information and pre-trip literature will be provided to all tour participants.

TOUR MATERIALS
Luggage tags, mobile Tour Guidebook App and personalized name badge will be provided for all participants.

TRAVEL INSURANCE
A group coverage policy is included for all participants. A copy can be obtained from Wren & Fida.

MISCELLANEOUS
Information on schools to be visited on the tour and cultural background information on the countries to be visited will be provided in advance. A CIS brochure with information about each participating institution will be provided to each school to share with prospective students and school counselors.

EXCLUDED FEATURES
The following services/items are NOT included in the price of the tour: Passport; passport photos; rush or expedited visa fees; visas; 2nd passports; additional passport pages; excess or overweight luggage; meals not specified in the itinerary; telephone calls, laundry, valet service, room service, or any other items of a personal nature; and other service/items not specifically mentioned in the itinerary or above.
GENERAL CONDITIONS

• CIS tours are available to CIS Higher Education member institutions only.
• Participants must be full-time, permanent international admission officers of the member institution.
• Participants must have at least two years of full-time professional admissions experience.
• Participants must adhere to the Council of International Schools Code of Ethics and the Guiding Principles for Higher Education Members.
• Participants must take part in the entire tour itinerary; deviations from the tour itinerary are not permitted.
• An institution may not send more than one representative.
• Additional travelers may not accompany the tour participant at any time on the tour.
• Participants must be prepared to make general presentations on the university admissions process and be familiar with the admission and financial aid policies of their own institutions and the concerns of international students.
• Any substitution in the person traveling must be reviewed and approved by CIS at least 45 days prior to the start of the tour. The new participant must submit a completed application and is required meet all of the conditions for participation. Once approved, substitute travelers will pay a USD 1,000 change fee plus any additional tour expenses. Due to space restrictions, floor displays at school visits are prohibited. Promotional giveaways are also not permitted. Participants must remain behind their tables when interacting with attendees.
• The Council of International Schools (CIS) frequently photographs and/or videotapes and records its events and meetings. By attending this event you consent to being recorded and/or photographed, and authorise CIS to use any video, recording and/or photographs in any medium (web, digital, print, broadcast) throughout the world at CIS’s sole and exclusive discretion.
COST OF PARTICIPATION
USD 12,730

PRIORITY APPLICATION DEADLINE
1 November 2016

PAYMENT & REGISTRATION
• 1 November 2016 - Tour application with USD 1,000 deposit (excl. VAT) is due to CIS. Participants must meet the conditions for participation and application deadlines in order to be considered.
• 1 December 2016 - Balance of USD 11,730 is due to Wren & Fida. There is a late fee of 5% assessed after 1 December.
• Tour price is subject to change due to: revaluation of the U.S. dollar, fuel surcharges, government taxes, airport departure taxes, reciprocity taxes, entry visa fees, itinerary changes (before and during the tour) and all other items not in the control of Wren & Fida International and the Council of International Schools.

CANCELLATION/PENALTIES
CIS and Wren & Fida will only accept written cancellations. Fees will be assessed for cancellations in the following manner:
• Cancellations prior to 1 November: 100% of the tour balance is refundable, including the USD 1,000 tour deposit.
• Cancellations between 1 November and 1 December: 100% of the tour balance is refundable, less the USD 1,000 tour deposit and any unrecoverable tour expenses.
• Cancellations between 2 December and 3 January: 50% of the tour balance is refundable, less the USD 1,000 tour deposit and any unrecoverable tour expenses. No refund will be made if cancellation is received after 3 January.
CONTACT THE TEAM

CIS Higher Education Services
HigherEducation@cois.org
www.cois.org