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Appendix A. Template of Trip Design

Timeframe	Item
1 year before trip	Make reservations with local providers/tour companies Start recruiting students (interest meetings, department emails, etc.)
Semester before trip	Intensify student recruitment efforts Have students fill out trip paperwork (commitment to pay, liability waiver, etc.) and order passports (if applicable)
4-6 months before trip	Purchase plane tickets/reserve vehicles Purchase (or have students purchase) travel insurance and travel health insurance Provide students with a packing list and tentative itinerary Encourage students to consult travel health clinics about recommended vaccinations, etc. Apply for research permits (if applicable; timeframe for this will also vary depending on location)
1 month before trip	Confirm on-the-ground reservations
1 week before trip	Meet with students to review travel plans and packing list and answer last-minute questions
Within 1 week after trip	Request student evaluations of trip
Within 1 month after trip	Presentation of results from research projects (if applicable); presentation of daily “travelogues” to family, friends, colleagues