



Faculty-led Program - Request for Proposal

Dear Educators and Study Abroad Professionals,

*Thank you for considering CEPA Brazil as your study abroad partner abroad. We are looking forward to working with you on your program and are ready to offer our creative ideas and affordable options. To get started, please **first save a copy of this form** to your local hard drive. After that, complete the form below and kindly return it to contact@cepa-brazil.com as an email attachment. We will get back to you as soon as possible to discuss the details.*

Best regards from the team at CEPA Brazil

For Mac OS users:

This Adobe form will work with your system, but you must take a few extra steps to ensure that your form will accept and save your data.

Please go to: www.cepa-europe.com/mac

Today's Date

<input type="text"/>		
Title	<input type="text"/>	First Name <input type="text"/>
Last Name	<input type="text"/>	
College/University	<input type="text"/>	
Position/Dept.	<input type="text"/>	
Address	<input type="text"/>	
City	<input type="text"/>	
State/Province	<input type="text"/>	Zip Code <input type="text"/>
Country	<input type="text"/>	
Phone	<input type="text"/>	
Fax	<input type="text"/>	
Email	<input type="text"/>	

☐ I have previous experience leading a group of students.

☐ I have previous travel experience in the destination(s) requested for our program.

<input type="text"/>		
Title	<input type="text"/>	First Name <input type="text"/>
Last Name	<input type="text"/>	
College/University	<input type="text"/>	
Position/Dept.	<input type="text"/>	
Address	<input type="text"/>	
City	<input type="text"/>	
State/Province	<input type="text"/>	Zip Code <input type="text"/>
Country	<input type="text"/>	
Phone	<input type="text"/>	
Fax	<input type="text"/>	
Email	<input type="text"/>	

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Academic Details

Please provide a brief description of the course content, program objectives and/or goals. If possible, please also send your course outline and/or syllabus along with this form.

The required number of class hours/instruction per week while abroad in Brazil.

☐ I would like CEPA Brazil to find and contract with a local professor to provide guest lectures and/or teach a course.

☐ I would like CEPA Brazil to arrange courses, services or credits from a local college or university for this program.

☐ I would like CEPA Brazil to arrange classroom and/or meeting space.

Space provided below for further details or requests:

Program Details

Program Title

Approx. how many students will participate?

Program participation for how many faculty members should be covered?

Leave for Brazil >

Leave on: +/- days

Traveling to this city in Brazil:

< Return back home

Return on: +/- days

Leaving from this city in Brazil:

Total budget per student

Land package only please, not incl. airfare or tuition

Quote from a competitor

Land package only please, not incl. airfare or tuition

Please check the destination(s) you would like to include in your itinerary:

☐ Belém

☐ Nazaré Paulista

☐ Recife

☐ Belo Horizonte

☐ Manaus

☐ Rio de Janeiro

☐ Brasília

☐ Mococa

☐ Salvador

☐ Curitiba

☐ Paraty

☐ São Francisco do Sul

☐ Fortaleza

☐ Piracicaba

☐ São Jose dos Campos

☐ Itajaí

☐ Porto Alegre

☐ São Paulo

Space provided below for a rough outline, specific institutions, locations, organizations, museums, sites, etc. which should be included:

Group Flights

Please let us know more about how your group will travel to and from Brazil.

- ☐ We will travel together as a group to Brazil.
- ☐ Students will travel independently.

Departure Airport:

Ground Transportation

Generally, we hire private coach busses for many reasons: convenience, safety, and for most groups, it ends up being the most affordable way to travel as a group while in Brazil.

Space provided below for special ground transportation requests:

Lodging

We generally arrange conveniently located hotels, twin rooms for students and single rooms for group leaders. Depending on availability, we are glad to arrange other lodging options.

Please indicate your preferences below.

- ☐ Hotel 2-star
- ☐ Hotel 3-star
- ☐ Hotel 4-star
- ☐ Youth hotel / hostel
- ☐ Student Residence (limited to summers and availability)

Although the additional lodging amenities will greatly depend on your budget and the accommodation options available in Brazil, it is important to us that your stay is comfortable and enjoyable while traveling.

Are there any other services which we should take into consideration when making your lodging arrangements?

Space provided below for further details or requests for lodging:

Meals

As many people know, food is a very important part of culture. We strive to seek out local and regional specialties for the group meals which we include in our proposals.

Included - Welcome dinner to kick-off the program

Included - Daily breakfasts to energize you for the day

Included - Farewell dinner to round-off the program

We usually request that tap water be served with group meals. Other beverages are usually not included with pre-ordered meals.

Please let us know if you would like us to arrange any additional group meals or if you would like something special for your group.

How many additional group lunches to be added?

How many additional group dinners to be added?

☐ Cash meal allowances for students (indicate below how much)

How much per day?

Space provided below for further details or requests for meals:

On-site Coordinator

We generally arrange for a local, bilingual on-site coordinator to meet and greet your group at the airport and/or during the entire program to assist you with transportation/hotel/activities/field trip logistics, translation/communication in the local language, be on-site in case of emergencies, any problems/issues, distribute your tickets, maps etc. We understand that the needs of each group are different, so please let us know your preferences below.

☐ I would like a CEPA coordinator to accompany the group during the entire program.

Please list any special requirements or necessary skills needed for your coordinator:

Students

Please provide some general information about your students or students at your college/university:

If known, have your students studied or traveled abroad before ?

- ☐ None
 ☐ Many
 ☐ All
☐ Very few
 ☐ Most
 ☐ Not sure

Please let us know the level of the students taking part in the program:

- ☐ Undergraduate
 ☐ Graduate
 ☐ Non-traditional

Majors

Ages

Health/Travel Insurance

CEPA Brazil requires that all participants have international travel and health insurance.

- ☐ We would like international travel and health insurance to be included in the proposal.
☐ We provide international travel and health insurance.
☐ Participants are responsible for their individual insurance coverage.

Special Equipment

Will special equipment or facilities be required for your program while in Brazil? Please select as many as needed:

- ☐ Classroom or meeting space
☐ Kitchen or cooking equipment (e.g. culinary programs)
☐ Computer use in general for our students
☐ Special computer lab / software (e.g. graphic design programs)
☐ Studio space (e.g. design or art students)
☐ Drafting tables (e.g. architecture students)
☐ Theater tickets or other event tickets

Space provided below for further details or requests:

Additional Info

Please use the space below to let us know about additional details or special requests which might not have been covered.

Recruitment/Marketing

Please indicate below if you would like CEPA Europe to provide additional marketing support to promote your program.

- ☐ Promotional flyer in PDF format
☐ Promotion at your study abroad fair by CEPA
☐ Promote program in newsletters

Space provided below for further details or requests:

Deadlines

If you are working towards deadlines on your campus to receive bids for this program, please let us know. Otherwise, we will work as quickly as possible to develop a customized proposal for your program.

Proposal is requested by (date):

Please save a copy of this form to your local hard drive. Kindly return it to contact@cepa-brazil.com as an email attachment.

We appreciate your support of international programs and thank you for considering CEPA Brazil as your partner abroad.

We look forward to taking you and your students on a journey of a lifetime.