

PLANNING YOUR CAMPUS TRIP TO ISRAEL WITH MAKOR

Makor would love to plan and be a part of your next university campus trip to Israel! Please find below some information that will act as a guide through the process.

Let's begin with a phone call to discuss the program, vision, goals and anything else that may be relevant, such as the situation on campus. Once we have a sense of the bigger picture we can begin putting together an initial draft of a program and a price proposal. From there, together we will tweak the program until the final result meets the original vision and goals.

Moving forward, some important information that will help us in putting together a bespoke program to suit the group's main goals:

DATES

- The most important information we need in order to begin the planning process are the **tour dates**.
- The sooner the dates are confirmed, the greater chance there is of booking the **desired hotels**, in the desired sequence and at the **best prices**.

FLIGHTS

- Again, the **dates** are key here: price and availability of flights can change overnight, especially as departure dates get closer.
- The sooner the dates and numbers of travelers are confirmed, the greater chance there is of finding **cheaper and optimal flight** options.

BUDGET

- The other important information we will need as soon as possible is the budget – even a **rough number** so we know what we have to work with.



And finally, to answer some additional questions and help with the budget planning:

ADDITIONAL COSTS

- Other than the program itself, there are a few additional costs that should be taken into account during the budgeting and planning process. These additional costs will appear on the final invoice:

Single Rooms

- There is a supplementary cost for anyone staying in a single room.

Medical Insurance

- There are a variety of options for purchasing travel and medical insurance. We can discuss this together to find the best option for the group.

Additional Guests at Meals

- Unless accounted for in the price proposal, there will be an additional charge for all guests at meals. This includes, but is not limited to, alumni, family members, additional staff members.
- Speakers invited to join the group at a meal will be already accounted for in the price proposal.

Israeli Staff

- According to Israeli law, all Israeli citizens are required to pay 17% VAT at hotels (from which tourists are exempt), thus any Israeli staff or participant on the group will incur the additional 17% VAT charge on hotel costs.

SECURITY

- Makor will make arrangements for a security guard to be with the group from the moment they land in Israel until the group departure at the end of the trip, if so desired.

PAYMENT SCHEDULE

- An invoice will be sent with payment requests as per the following standard schedule:
 - 25% refundable deposit upon agreement of the program and price
 - 50% is to be paid 90 days prior to group arrival
 - The final 25% is to be paid 30 prior to group arrival
 - All extras to be paid within 60 days after the group departure from Israel

Alternative payment schedules can be arranged to suit campus needs
- Payment can be made via bank transfer or credit card. Payment details will be sent with the payment request.

Let us help you *Dream Think Create* your perfect university campus trip to Israel.

