



FREQUENTLY ASKED QUESTIONS (FAQs)

Thanks for your interest in World Learning's Professional Exchange Programs. Below are questions and answers to the most frequently asked questions about our programs. If you have other questions, please contact Dawn Davis at 509-251-9532 or Dawn.Davis@WorldLearning.org.

How do you choose the delegation leader?

Leaders are selected by the association based on their knowledge, accomplishments, and advancement in their field. Our delegation leaders are generally executives (presidents, past presidents, or board members) from within the association. As leaders in their professional field, they are qualified to assist us in formulating meeting topics and delegation focus, as well as in determining the professional composition of the delegation.

How was I selected for this delegation?

The association selects the members it would like to invite. Sometimes all members of the association are invited; other times, the association selects members based on their areas of expertise or focus in order to match the focus of the delegation.

What are my responsibilities as a delegate?

In general, as a delegate, you are asked to participate actively in the roundtable discussions with professional counterparts. When the discussions turn to a topic on which you feel qualified to speak, we hope that you will contribute to the meetings based on your knowledge and experience. Not every meeting will appeal equally to all members' interests, but overall your participation will expose you to a range of issues in the field.

Are education credits available?

Most associations do offer Continuing Education Credits for participation in a delegation; if so, the credit will be noted in the brochure or in an email to participants. You can also inquire with your association regarding your specific program. Individuals may also apply on their own for CE credits, and World Learning will provide required documentation of the meetings and the length of the program.

Can I bring my spouse/child/friend?

We encourage our delegates to bring an adult guest. We have separate guest itineraries that include cultural visits while our delegates are in their professional meetings. If a guest would prefer to attend the professional meetings, we will need to get approval in advance from the delegation leader. If a delegate would like to bring a child less than 18 years old, they must be accompanied by another adult that isn't a delegate.



FREQUENTLY ASKED QUESTIONS (FAQs)

How large will the delegation be?

Most delegations are between 10 and 20 participants, but the size of each delegation varies. If the delegations are large, we split the group into smaller sub-groups based on professional focus.

How much free time will I have?

Approximately 60% of the time will be spent in professional meetings and visits. The remaining time is set aside for included cultural events and free time.

How do I apply?

Create an account on the World Learning registration portal (<http://www.worldlearning.org/apply-professional-exchange>) and verify your email. Fill out the form for your specific delegation and submit it for review by the delegation leader. Applications are reviewed and accepted or declined within 72 hours. Upon acceptance into the delegation, you will receive an invoice for the program deposit, a delegate profile form, the conditions of participation, and background materials for the topic and destination. We require a \$500 deposit for each delegate and guest to confirm your position on the delegation.

I'm traveling alone. Will I be assigned a roommate?

If you do not request a single room and pay the single supplement, you may be assigned a roommate of the same gender for the duration of the program. If you wish to ensure you have a single room, you must pay the single supplement. A limited number of single rooms are available at extra cost on a first-come, first-served basis, but availability cannot be guaranteed. Please understand that, in some hotels, single rooms are very small. The premium you pay is for privacy, not spaciousness.

Can I make my own arrangements for accommodations? Or can I stay with relatives and meet the delegation at the hotel each day?

No, this program was developed as a complete project. We ask that all delegates stay at the planned hotels for the program. While the program has been planned carefully, it may change throughout the project, as meetings can run either long or short, and quick stops between meetings may change the planned schedule. As this is a small delegation, you will benefit the most if you are participating in all portions of the program, including meals and any morning or evening events.

I need to arrive/depart a day late for the program. Can I still participate?

Yes, if the delegation leader approves, we can credit you for the hotel night(s) missed on the program. We do ask that you plan to be present for at least 80% of the program, which means



FREQUENTLY ASKED QUESTIONS (FAQs)

missing no more than two nights.

Can I arrive in advance or depart later than the delegation?

Yes, you are free to arrange your arrival and departure as you wish. Please note that additional costs for arriving early or departing later, including hotels and airport transfers, are at your own expense. Most delegations offer an optional extension tour that will allow you to enjoy four additional days in the region. Please ask our team for information and costs for these extension tours.

How do I arrange my international flights?

As delegates will be traveling from different locations around the United States, each individual is responsible for booking his or her own international flights to coincide with the preliminary schedule of activities. We ask that you do not book your flights until the group has been confirmed with the minimum number of participants, at the latest 90 days before departure. Once the group is confirmed, we will provide a suggested arrival window for the program. You may book your international flights either online or through your travel agent, allowing you to select your preferred itinerary, airline, and mileage rewards.

Do I need travel insurance?

Travel insurance is included in your program cost through Cigna Global/Lloyd's International Travel Insurance Program. The travel insurance covers basic medical services, trip interruption, and security evacuation. Please note that it does not include trip cancellation, so you may want to purchase separate coverage if you think you may need to cancel your participation in the program. Further details on the travel insurance coverage will be provided with your acceptance materials.

My office will fund my trip only if I can make a presentation – is that possible?

Yes, presentations are reviewed by the delegation leader and the organizing host to assess relevance to the topics of discussion for each meeting and appropriate placement. You will be asked to submit an abstract of no more than 250 words for review.

Do you have a more detailed itinerary yet?

The final schedule of meetings, hosts, and facility visits will be confirmed approximately 60 days prior to departure. The final schedule will reflect the background and interests of the accepted applicants based on the profile provided by each individual.

Can you accommodate dietary or religious restrictions?

Yes, please just let us know of the restrictions ahead of time. For dietary restrictions or allergies,



FREQUENTLY ASKED QUESTIONS (FAQs)

we will inform the ground operator, who can advise the restaurants where you will be dining. For religious observance, we can provide a list of local communities of faith where you may be able to observe, and we will do our best to accommodate your needs during the professional program. Please note that while we will be sensitive to your needs, the diversity of international travel means we cannot guarantee that all circumstances will meet your requirements at all times.

What is the dress code for the professional meetings?

For the professional meetings, we ask that you dress in attire appropriate for your professional environment. In your final packet of travel materials, provided approximately 30 days prior to departure, we will include a packing list and expected weather conditions.