



Travel Program Informational Meeting Agenda

ACTS has provided you with a PowerPoint presentation to assist with this meeting. You will find it in your ACTS e-office. PLEASE PREVIEW the presentation. It is a comprehensive PowerPoint, so you will need to 'skip' or delete slides that do not pertain to your program (i.e. if your Program does not include New York - skip or delete those slides). We hope this will be an effective tool as you present this great

opportunity to prospective participants.

1. Welcome
 - a. Prayer - Thank everyone for coming - Introductions
 - b. Share that you will be presenting an overview of the program with a time for questions and answers at the end
2. Share that you have partnered with ACTS
 - a. Show the ACTS promotional video
 - b. The ACTS Team
 - i. Program Leaders 24/7
 - ii. Program Consultant - dedicated to your group
 - iii. Office Team - Reservations team ready to assist
 - c. ACTS Program Distinctions
 - i. The Big Idea - biblical worldview teaching
 - ii. Interactive I
 - iii. ACTS Financial Protection
3. Distribute the Participant Registration Handout forms
 - a. Review the itinerary—highlighting destinations, activities, and inclusions (transportation, accommodations, meals, Program Leader, security).
 - b. Describe a typical day
 - i. Note: All included meals will be denoted on the itinerary located on the back of the Participant Registration Handouts. You will want to make sure participants take note so there are no unmet expectations about which meals are included in the program.
 - ii. Remind participants that the itinerary *will* undergo numerous changes prior to the start of the program. These changes occur due to appointments and scheduling conflicts that may arise. The itinerary on their registration handout is simply to give them an idea of how the schedule is typically laid out and to show them which attractions are included in the program. If your Program includes an airline flight, please remind them that flight times may change right up until the time of actual ticketing.

c. Explain the benefits of the program

- i. Spiritual
- ii. Social
- iii. Educational

4. Explain Registration Process

- a. Register takes place online following the instructions on their Participant Registration Handout. You as the organizer will be able to see who has registered by viewing your Trip Accounting Report in your E-Office on our website.
- b. If any of your participants wish to choose “Land Only” packages (packages that do not include air transportation) because they will be arranging their own air, please emphasize to them that they will be responsible to meet up with the group. The group will not be able to wait for them should they arrive late.

5. Q & A Time

- a. Open the meeting up for questions. If you are unsure of the answers to some questions, feel free to contact our office for assistance. Our website is also a good resource.
- b. Closing Prayer