



## Final Meeting Agenda

1. Welcome
2. Itinerary Review
  - a. Note any significant changes due to appointment availability
    - i. *Note to organizer: Your timed itinerary **should not** be shared with participants. They have the less-detailed itinerary to prevent any stress with timing changes that will occur while touring.*
3. Departure Time: We will meet at (location) at (time).
4. Return Time: We expect to arrive back at (location) at (time).
  - a. If return time changes (i.e. flight delay), detail the plan of how you will communicate the revised expected time of arrival to those at home
5. Check-In procedure for airport
  - a. It is important for groups to arrive **two hours** prior to the flight departure time. Please make sure your group is aware of TSA travel and security regulations ([www.tsa.gov](http://www.tsa.gov)). Also, make sure that members of your group are aware of the luggage weight allowance and are prepared to pay their checked baggage fees. Any overweight luggage is subject to additional fees. Check your specific airline's website to review their policies, as all airlines are different.
  - b. Each passenger over 18 is required to have a government-issued ID available for check-in.
6. Flight Teams/Motorcoach Color Groups
  - i. Note: If your group is on one flight and/or one motorcoach, this will not apply.
  - b. Hand out luggage tags (according to flight team color if applicable)
7. Address any necessary Rooming List information
8. Motorcoach Guidelines
  - a. Carry-on bag/backpack
  - b. Drinks: Covered beverages
  - c. No gum—pretty much anywhere while on the Program
  - d. Coaches are equipped with a restroom, although we try to stop often to help limit the need for the restroom on board
  - e. Must remain seated while the coach is in motion
9. Luggage
  - a. There may be a fee for checked airline luggage (*check with your Consultant to be sure*)

- b. One suitcase, 50 lbs. or less, to be placed in the motorcoach luggage compartment. The airlines charge additional fees if the piece of luggage is more than 50 lbs.
- c. One carry-on bag/backpack to bring on the motorcoach
  - i. Groups that are flying: Remember that you are allowed 1 quart-size bag for any liquids in 3 oz containers or less in your carry-on bag.
- d. Packing tips
  - i. Rain gear: ponchos/umbrellas/hats
  - ii. Layers for fluctuating weather
  - iii. Sunscreen
  - iv. Comfortable shoes—lots of walking! (Start walking now to prepare!)

#### 10. ACTS ID Badges and Lanyards

- a. Each participant will be issued a badge and lanyard on the day of departure
- b. Badges need to be worn each day
- c. Emergency ACTS phone number listed on the badge

#### 11. Medical Needs

- a. Notify organizer of any medical needs
- b. Medication must be in original prescription bottle/label to be allowed into **some** government buildings

#### 12. Emergency Contact Information

- a. Hotel and contact numbers
- b. American Christian Tours after-hours emergency hotline: 800-222-2001 to connect with a participant

#### 13. Budget

- a. Suggest \$15-\$20/day to cover lunches
- b. Additional souvenir/spending money

#### 14. Question/Answer Time

We hope that you and your fellow travelers have a great time together – a time of fun, learning, and personal / spiritual growth and refreshment. You have worked hard to get this program off the ground. Once you connect with the Program Leader, we encourage you to relax and enjoy the fruit of your hard work.