



COUNCIL OF
INTERNATIONAL
SCHOOLS

Student Recruitment Tour



Middle East

28 February - 12 March

2020

Cairo, Egypt

Abu Dhabi, United Arab Emirates

Dubai, United Arab Emirates

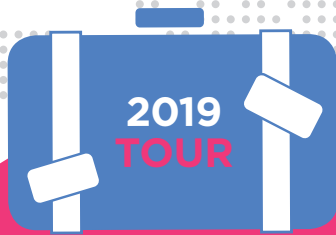
Muscat, Oman

Doha, Qatar

Amman, Jordan



Shaping the future of international education



30
Schools Visited
2,727
Students Seen

ABOUT THE TOUR

Tour with us for 14 days to connect with counsellors and talented students across the Middle East. You'll be welcomed by both national and international schools in Cairo, Egypt; Abu Dhabi and Dubai, United Arab Emirates; Muscat, Oman; Doha, Qatar; and Amman, Jordan.

It's an excellent opportunity to meet students from countries with sponsorship programmes for undergraduate students.

When you complete the tour in Jordan, your trip doesn't have to end there. Stay on at the same hotel in Amman and extend your opportunities to network and connect with admission peers and counsellors from across the region at the CIS Middle East Institute on International Admission & Guidance which takes place directly after the tour. You can sign up for the Middle East Institute as part of your tour registration process—two events through one registration process!

We look forward to seeing you there!

WHAT MAKES CIS TOURS UNIQUE?

CIS TOURS HAVE STOOD THE TEST OF TIME

CIS is a non-profit organization that has been sponsoring recruitment tours for nearly 40 years. Our tour leaders are experienced admissions professionals working at CIS member universities. They understand your needs and goals.

CIS TOURS ARE TARGETED

Tour events include invited students from CIS member schools and outstanding national schools with student populations preparing to study abroad.

CIS TOURS OFFER INCLUSIVE PRICING

There are no surprise bills at the end of the tour. The tours are assisted by highly experienced travel professionals to manage all the logistics.

CIS TOURS ARE TRULY EDUCATIONAL

During the tour, participants lead workshops to help students, parents, counsellors, and teachers learn more about admission-related topics. Daily interaction with admissions professionals from other CIS member universities allows you to learn from others, share ideas, and build your network.

TOUR MENTORSHIP PROGRAMME

On CIS Tours, participants who are new to admissions and recruitment (less than 2 years of experience) are matched with experienced admission travelers who serve as their mentors. The programme aims to support mentees in building relevant skills and expertise as student recruitment/admission experts travelling internationally.

MEET THE TOUR DIRECTORS



TOUR DIRECTOR

Samuel Dunlop

Director of International Admissions
Portland State University
sadunlop@pdx.edu
+1-503-725-5592

Samuel joined Portland State University in September of 2011 and is the director of international admission. Samuel has worked in higher education since 2005, with work experience in both community college and small private college environments.

ASSISTANT TOUR DIRECTOR

Elizabeth Zeller

Team Lead Admissions, Recruitment and Marketing
Leiden University College
e.a.zeller@luc.leidenuniv.nl
+31-70800-9369

Elizabeth Zeller joined Leiden University College in August of 2015. Originally from Ecuador, Elizabeth has lived and worked in other European countries for American and European higher education institutions since 2010.



TRAVEL SUPPORT

Wren International

Veronica Mann

vmann@wrenintl.com
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TENTATIVE ITINERARY

FRI	28 Feb	Cairo, Egypt	Individual arrivals, Overnight Cairo
SAT	29 Feb	Cairo, Egypt	Orientation meeting, Opening dinner, Overnight Cairo
SUN	01 Mar	Cairo, Egypt	School visits, Overnight Cairo
MON	02 Mar	Cairo, Egypt	School visits, Overnight Cairo
TUE	03 Mar	Cairo, Egypt	School visits, Fly to Dubai, Overnight Dubai
WED	04 Mar	Abu Dhabi, United Arab Emirates	School visits, Overnight Dubai
THU	05 Mar	Dubai, United Arab Emirates	School visits, Fly to Muscat, Overnight Muscat
FRI	06 Mar	Muscat, Oman	Institutional time, Overnight Muscat
SAT	07 Mar	Muscat, Oman	Institutional time, Overnight Muscat
SUN	08 Mar	Muscat, Oman	School visits, Fly to Doha, Overnight Doha
MON	09 Mar	Doha, Qatar	School visits, Overnight Doha
TUE	10 Mar	Doha, Qatar	School visits, Fly to Amman, Overnight Amman
WED	11 Mar	Amman, Jordan	School visits, Overnight Amman
THU	12 Mar	Amman, Jordan	School visits, Closing meeting, Closing dinner, Overnight Amman

OPTIONAL: MIDDLE EAST INSTITUTE

Register for the CIS Middle East Institute at the same time—two events through one registration process!

FRI	13 Mar	Amman, Jordan	CIS Middle East Institute, Overnight in Amman
SAT	14 Mar	Amman, Jordan	CIS Middle East Institute, Overnight in Amman

TRAVEL DETAILS



DESTINATIONS

Cairo (EGYPT); Abu Dhabi, Dubai (UNITED ARAB EMIRATES); Muscat (OMAN); Doha (QATAR); Amman (JORDAN).

TRANSPORTATION

All flights will be coach/economy class. Flights begin in Cairo, Egypt and end in Amman, Jordan. International flights outside of this itinerary are not included, though Wren International can assist you with flight booking.

ACCOMMODATIONS

14 nights at first class hotels, single rooms, taxes, breakfast and internet included. Hotel list will be posted to the Wren International website.

16 nights included for tour participants who are opting to add the Middle East Institute.

ORIENTATION/DEBRIEFING

Orientation meeting in Cairo and debriefing in Amman.

MEALS

Daily breakfast. Opening dinner in Cairo and closing dinner in Amman.

TRANSFERS

Included from airport to the hotel and vice versa, by private motor coach. All group transfers for school visits and college fairs are included.

GRATUITIES & TAXES

All gratuities and taxes related to transportation, accommodation and transfers are included. Airport and hotel porters, drivers and guide gratuities are all included. Airport departure taxes are also included.

PASSPORTS/VISAS

A valid passport is required to travel, along with a minimum validity of six months from the scheduled return date and at least six empty visa pages. Visas are not included in the cost of the tour. Wren International can assist with letters of invitation and/or referrals to our partner CIBT as needed.

TOUR GUIDANCE

The tour director and assistant tour director are experienced admissions professionals. A professional tour manager from Wren International will also travel with the group to handle all tour logistics.

WEBPAGE

A webpage with login and password will be provided for pre-trip communication.

TOUR MATERIALS

Appropriate pre-tour information and pre-trip literature will be provided to all tour participants. Luggage tags, a personalized name badge and mobile app will be provided for all participants.

TRAVEL INSURANCE

A group coverage policy is included for all participants. A copy can be obtained from Wren International.

MISCELLANEOUS

Information on schools to be visited on the tour and cultural background information on the countries to be visited will be provided in advance. A CIS brochure with information about each participating institution will be provided to each school to share with prospective students.

GENERAL CONDITIONS



- CIS tours are available to CIS Higher Education member institutions only.
- Participants must be full-time, permanent international admission officers of the member institution.
- Preference is shown to participants with at least two years of full-time university admissions experience. A limited number of places are available for participants with less than two years of experience who agree to participate in the [CIS Tour Mentorship Programme](#) to support their professional development while on the tour.
- Participants must adhere to the CIS [Code of Ethics](#) and the [Guiding Principles for Higher Education Members](#).
- Participants must take part in the entire tour itinerary; deviations from the tour itinerary are not permitted.
- An institution may not send more than one representative.
- Additional travellers may not accompany the tour participant at any time on the tour.

- Participants must be prepared to make general presentations on the university admissions process and be familiar with the admission and financial aid policies of their own institutions and the concerns of international students.
- Any substitution in the person travelling must be reviewed and approved by CIS at least 45 days prior to the start of the tour. The new participant must submit a completed application and is required to meet all of the conditions for participation. Once approved, substitute travellers will pay a US\$ 1,000 change fee plus any additional tour expenses.
- Due to space restrictions, floor displays at school visits are prohibited. Promotional giveaways are also not permitted. Participants must remain behind their tables when interacting with attendees.
- CIS frequently photographs and/or videotapes and records its events and meetings. By attending this event you consent to being recorded and/or photographed, and authorize CIS to use any video, recording, and/or photographs in any medium (web, digital, print, broadcast) throughout the world at CIS's sole and exclusive discretion.



COST OF PARTICIPATION

Middle East Tour: US\$ 12,928

**Middle East Tour and Institute:
US\$ 13,778**

PRIORITY APPLICATION DEADLINE

3 JANUARY 2020

PAYMENT & REGISTRATION

Deposit - Due to CIS at the time of application: US\$ 1,125 (excl. VAT). Participants must meet the conditions for participation and application deadlines to be considered.

Tour Balance - Invoices will be sent after the tour application has been approved: US\$ 11,803 (excl. VAT) for those choosing the Middle East Tour only, and US\$ 12,653 (excl. VAT) for those choosing the Middle East Tour and Institute.

Tour price is subject to change due to: revaluation of the US dollar, fuel surcharges, government taxes, airport departure taxes, reciprocity taxes, entry visa fees, itinerary changes (before and during the tour) and all other items not in the control of Wren International and CIS.

CANCELLATION/PENALTIES

CIS and Wren International will only accept written cancellations. Fees will be assessed for cancellations in the following manner:

Cancellations prior to 3 January 2020: 100% of the tour balance is refundable, including the US\$ 1,125 tour deposit.

Cancellations between 4 January - 24 January 2020: 100% of the tour balance is refundable, less the US\$ 1,125 tour deposit and any unrecoverable tour expenses.

Cancellations between 25 January - 14 February 2020: 50% of the tour balance is refundable, less the US\$ 1,125 tour deposit and any unrecoverable tour expenses.

No refund will be made if cancellation is received after **15 February 2020**.

If you have chosen to pay with a credit card, your tour deposit will be processed when you click **Submit Application**. All wire transfers must be made within 30 days of the tour application date. The tour deposit is refundable should a tour applicant not be selected for the tour.