



Sales Tax Exemption

Texas A&M University is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of Texas A&M.

The laws of the State of Texas shall govern this Purchase Order.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Mar 2, 2017	AB0301712	0
Contact instructions for questions regarding this Purchase Order: Please contact the Buyer if Buyer contact information is present. Otherwise, contact the Customer.		
Buyer Contact:		
Buyer	Buyer Email	Buyer Phone Number
paw - Winkler, Patty	p-winkler@tamu.edu	979.845.4556
Customer Contact:		
Name:	Sipra Datta	
Email:	sdatta@mays.tamu.edu	
Phone:	+1 (979) 845-0162	

Order acceptance instructions:

Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by Texas A&M's Department of Procurement Services prior to shipping.

Supplier Information		Delivery Information	
Supplier Name	INTERNATIONAL STUDY PROGRAMS	Delivery Address	
Address	1275/15 NA ZDERAZE PRAGUE 2 120 00, CZ	Texas A&M University	
Phone	+1 (646) 652-6962	Attn	MBA Program Office
FOB / FREIGHT	Destination	MBA Program Office	
Pre-Pay & Add	No	Wehner Bldg.	
Payment Terms	0, Net 30	Room	390
Contract Number - Header	Under review with Contract - See attachments	4117 TAMU	
Contract Number - Line	<i>no value</i>	College Station, TX 77843-4117	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	113	FOB / FREIGHT	FOB Destination, Freight Prepaid and Allowed
	242	Equal Opportunity for Qualified Individuals	This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
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1 of 3	First Payment of 30% for the Professional MBA Program's class of 2017 trip to Finland and Estonia in 7/29 – 8/5, 2017.Total program cost - \$91,443.90 (86,625.00 EURO)	ISP-Finland2017	LO	27,448.80 USD	1 LO	27,448.80 USD
2 of 3	Second Payment of 70% for the Professional MBA Program's class of 2017 trip to Finland and Estonia in 7/29 – 8/5, 2017.	NA	LO	44,796.57 USD	1 LO	44,796.57 USD
3 of 3	Final Payment for the Professional MBA Program's class of 2017 trip to Finland and Estonia in 7/29 – 8/5, 2017.	NA	LO	19,198.53 USD	1 LO	19,198.53 USD
Total						91,443.90 USD

Billing Information	Billing Address
<p>To assure timely payment please e-mail invoices to invoices@tamu.edu. If email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via CXML, CSV or PO flip through the supplier portal e-mail vendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&M University Financial Management Operations ATTN: Accounts Payable 750 Agronomy Road - Suite 3101 6000 TAMU College Station, TX 77843-6000 United States</p>

TEXAS A&M UNIVERSITY
INTERNATIONAL SERVICE PROVIDER ADDENDUM

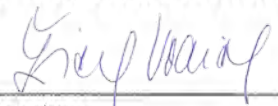
The following terms and conditions are incorporated into and form a part of the Agreement ("Agreement") between International Study Programs ("ISP"), an independent international service provider located outside the United States, and Texas A&M University ("TAMU"), a member of The Texas A&M University System ("TAMUS"), an agency of the State of Texas, for customized international programs that the TAMU and ISP conduct during the term thereof ("Program"). The following terms and conditions are hereby incorporated and made a part of the Agreement to either replace or supplement the terms of the Agreement, as applicable. In the event of any conflict in the terms of the Agreement and the terms of this Addendum, the terms of this Addendum shall in all aspects govern and control. All terms used herein and not otherwise defined shall have the meaning as in the Agreement.

1. Representations and Warranties. ISP warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state or country of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary power and has received all necessary approvals to execute and deliver the Agreement, and the individual executing the Agreement on behalf of ISP has been duly authorized to act for and bind ISP.
2. Non-Waiver. ISP expressly acknowledges that TAMU is an agency of the State of Texas and nothing in this Agreement will be construed as a waiver or relinquishment by TAMU of its right to claim such exemptions, privileges, and immunities as may be provided by law.
3. Program Cost. The cost for the Program shall be as set forth in the Agreement, and ISP shall not increase the prices or change the schedule of Program activities or materially reduce the kind or quality of Program goods and services without prior written consent of TAMU.
4. Cancellation. In the event that ISP cancels the Program for any reason and is not able to provide an alternative Program that is acceptable to TAMU, it shall, within 30 calendar days after cancellation of the Program, refund to TAMU and/or each Program participant respective, 100% of TAMU's and the participant's payment. No refund will be required in the event of a cancellation due to a force majeure event as defined in Section 11 below. Both parties agree to negotiate in good faith a cancellation due to a force majeure event.
5. Insurance and Safety. ISP will, at its sole cost and expense, acquire and maintain in effect during the period of the Agreement, general and professional liability insurance and any employee compensation insurance as may be required by the laws of the country in which ISP is organized. ISP certifies that it and its employees have the background, training, experience and necessary licenses to perform properly the services to be delivered under this agreement. ISP acknowledges that TAMU, in entering into this Agreement, reasonably expects ISP to be aware of all applicable safety standards and necessary safety procedures and practices to be able to perform the services to be delivered under this Agreement without injury to TAMU, and their respective regents, employees, participants, and any third parties.
6. Use of TAMU's Name, Logo and Trademarks. ISP recognizes and acknowledges that TAMU is the sole owner of its name, logo and trademarks (collectively, the "TAMU's Marks") and has the right of exclusive use and control. Neither ISP nor any of its employees or agents shall use TAMU's Marks without the prior written approval of TAMU.
7. Independent Contractor. For the purposes of the Agreement and all services to be provided thereunder, the parties shall be, and shall be deemed to be, independent contractors and not employees, partners, or

agents of the other party. As independent contractors, each party is responsible for its own debts, obligations, acts and omissions, including payment of all required withholding, social security and other taxes or benefits of its employees. Neither party shall have authority to make any statements, representations or commitments of any kind, or to take any action which shall be binding on the other party, except as may be explicitly provided for herein or authorized in writing.

8. Indemnification. ISP agrees to indemnify and hold TAMUS, TAMU, and their respective regents, employee, and agents harmless against any and all claims, demands, damages, liabilities and costs which directly or indirectly arise out of any negligent act or omission of ISP, its agents, or employees, pertaining to its activities under this Agreement, except in all cases to the extent arising from the negligence or intentional misconduct of any regent, employee or agent of TAMUS or TAMU.
9. Compliance with Applicable Laws. Both parties and their agents shall comply with all applicable federal, state and local laws. Furthermore, ISP, its subcontractors, and agents shall comply with all applicable international laws, codes and regulations of the countries and localities in which services are provided, including, but not limited to, requirements relative to health and safety, permits and licensing of vehicles and drivers, vessels and crews. In addition, pursuant to Section 85.18(b), Texas Education Code, mandatory venue for all legal proceedings against TAMU is to be in the county in which the principal office of the governing officer is located.
10. Modification. No modification, amendment, addition to, or waiver of the provisions of the Agreement shall be valid or enforceable unless made in writing and signed by both of the parties.
11. Force Majeure. Neither party is required to perform any term, condition, or covenant of this Agreement, if performance is prevented or delayed by a natural occurrence, a fire, an act of God, an act of terrorism, or other similar occurrence, the cause of which is not reasonably with the control of such party and which by due diligence it is unable to prevent or overcome.
12. Conflict of Interest. By executing and/or accepting this Agreement, ISP and each person signing on behalf of ISP certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of The Texas A&M University System (TAMUS) or TAMUS Board of Regents, nor any employee, or person, whose salary is payable in whole or in part TAMU or TAMUS, has direct or indirect financial interest in the award of this Agreement, or in the services to which this Agreement relates, or in any of the profits, real or potential, thereof.

INTERNATIONAL STUDY PROGRAMS




Signature
MONIKA ZIZKOVA VODICKOVA

Name
HEAD OF SALES

Title
3/2/17

Date

TEXAS A&M UNIVERSITY



Signature
ARVIND MAHAJAN

Name
ADGP

Title
3/1/17

Date



International
Study
Programs

International Study Programs, s.r.o., Karelvo Náměstí 10, 120 00 Prague 2, Czech Republic
Tel: +420 246 005 526, Fax: +420 246 005 527, www.studyprograms.com
ICO: 271 68 766, DIČ: CZ27168708

To: Texas A & M University
Mays Business School
3003 Wehner Building
College Station, 4117 TAMU, 77843-4117, TX
United States of America

Proforma Invoice PF 17047
Tax Date August 5, 2017
ISP Client code 17 Texas AM 2
Issue Date January 30, 2017
Payment Due March 1, 2017

For: Professional MBA Program, Helsinki, Finland & Tallinn, Estonia, July 29 – August 5, 2017

Program costs*	Quantity	Price	Total
*Includes all services as outlined in the contract, page 16-17			
Students sharing twin room	44	€ 1 925,00	€ 84 700,00
Odd student in a single room	1	€ 1 925,00	€ 1 925,00
Faculty member in a single room	3	€ 0,00	€ 0,00

Total Invoice € 86 625,00

1st deposit paid € 0,00
2nd deposit paid € 0,00
Total paid € 0,00

Amount Due March 1, 2017 € 25 988,00

Invoice should be paid by wire transfer to:

Account Name:	International Study Programs, s.r.o.
Bank Name:	CSOB
Account Number:	193029781 (EUR)
IBAN:	CZ44 0300 0000 0001 9302 9781
Bank Address:	Na Příkopě Branch, Prague 1, Czech Republic
SWIFT Code/BIC:	CEKOCZPP

All charges for the bank's services and transactions are to be paid by the payer. No bank fees shall be applied to International Study Programs s.r.o.
Please use SHA (shared commission) as a payment title for transaction fees.

In case your bank does not have a direct connection with CSOB, advise your bank to use one of the following corresponding banks to avoid additional bank charges, WELLS FARGO BANK N.A, New York (PNBPUS33NYC), JPMorgan Chase Bank (CHASUS33), Bank of New York Mellon (IRVTUS3N), Deutsche Bank Trust Co. Americas (BKTRUS33). For non US client, please contact us for details.

Specific regime for travel services in accordance with §89 of Act 235/2004 on Value Added Tax applied.

Thank you! From ISP.



International
Study
Programs

International Residency Contract

Texas A&M University | Professional MBA
Helsinki, Finland & Tallinn, Estonia | July – August 2017

International Study Programs, s.r.o.
Karlovo namesti 2097/10, 120 00 Prague 2, Czech Republic
F: +420 245 005 527, T: +420 245 005 525



1. Summary

The purpose of this Contract is to stipulate in writing the rights and responsibilities of

International Study Programs s.r.o.

Karlovo náměstí 2097/10

120 00, Prague 2, Czech Republic (hereafter "the Supplier")

and

Texas A & M University, Mays Business School

3003 Wehner Building, College Station, 4117 TAMU, 77843-4117, Texas, USA (hereafter "the Client")

In reference to the design and implementation of an academic study tour.

The subject matter of the contractual relationship between the Supplier and the Client is the commitment of the Supplier to ensure the provision of the services as specified in the Attachment of this contract – Proposed Itinerary, List of Services & Pricing – or according to changes (hereinafter referred to as the "Services"), and the commitment of the Client to pay an agreed price as specified in the Attachment of this contract – Proposed Itinerary, List of Services & Pricing – or future changes. The agreement between the Supplier and the Client shall be concluded upon the signature of this contract by both parties,

For

Professional MBA

Representing

Texas A&M University

Travelling to

Helsinki, Finland & Tallinn, Estonia

Between

July 29 – August 5, 2017

[Learn more](#)



2. Provision of Services – Supplier's Rights & Responsibilities

1. The Supplier is responsible for engaging, contracting, scheduling and briefing all academic and logistic suppliers according to the needs of the Client and as agreed to in the Proposed Itinerary.
2. The Supplier is responsible for delivering the program as outlined in the Proposed Itinerary and in accordance with the final budget as outlined in Pricing, both attached to this contract.
3. In the case that adjustments, substitutions or changes of any kind need to be made to the Proposed Itinerary, for whatever reason, the Supplier is responsible for making the appropriate changes and any subsequent corrections to the Itinerary, Pricing as well as any further arrangements necessitated by the original change. No changes will be confirmed without the prior consent of the Client. The Supplier thereby undertakes to inform the Client in writing of all necessary changes and any impact on the program costs in a timely fashion.
4. Where changes to the Itinerary or Pricing are initiated by the Client, the Supplier reserves the right to refuse requests for changes in the Proposed Itinerary where the request for change requires the Supplier to take on additional financial risk. Furthermore the Supplier reserves the right to refuse the request if the request contravenes European, International Law and/or Laws local to the Supplier and/or the travel destination, if the requested change is either Impractical, endangering (to the group, the Supplier or the Supplier's contacts, sub-contractors, suppliers), and/or is evident of sexually or racially discriminatory behavior.
5. The Supplier reserves the right to change or alter services as provided by local suppliers, and to change local suppliers without prior permission from the Client where such changes are deemed necessary to maintain the quality of the program. Should these amendments affect the budget or quality of the services in any way, the Supplier undertakes to Inform the Client immediately.
6. The Supplier undertakes to inform the Client in writing of any cancellation policies implemented by its suppliers in the case that these conflict with the cancellation terms and conditions stipulated in this contract.
7. The Supplier reserves the right to withhold contact information for any of its suppliers, academic or logistic except in the case where doing so would impede the success of the program.
8. The Supplier, its partners, employees and management will accept no financial liability or financial risk in the case that events are cancelled by the Client and such cancellation results in the imposition of fines or financial penalties upon the Supplier or other suppliers, unless the Client has complied with the cancellation policies detailed either in this contract or in the contracts with the other suppliers.
9. The Supplier reserves the right to invoice for payment(s) in currencies local to the destination of the Client. Should payment be made in any currency other than that stipulated in the invoice, the Client will be obliged to cover all banking fees levied as a result.
10. The Supplier does not accept any liability for loss, damage or theft of goods and possessions, injury, illness or death of any participant in the program arising during or after the program caused by the negligence of the Client. It is recommended that the Client obtains suitable travel insurance.
11. The Supplier does not accept any liability for any losses caused by the negligence or deficiencies of the services of suppliers contracted directly by the Client.

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- 12 The Supplier does not accept any liability, financial or otherwise, in the event of program cancellation for reasons beyond its control, including, but not limited to, reasons of war, extreme weather conditions, terrorist activity, fire, or "Acts of God".
- 13 The Supplier reserves the right to increase the price in case of any changes in governmental, state, or local taxes, resulting in the increase of prices of local suppliers, that was not known at the time of signing. The Supplier thereby undertakes to inform the Client in writing of all changes and any impact on the program costs in a timely fashion.

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3. Acceptance of Services – Client's Rights & Responsibilities

1. The Client reserves the right to request changes to the Proposed Itinerary and Pricing without penalty or prejudice, inasmuch as requested changes do not contravene any articles stated in this contract. The Client undertakes to inform the Supplier of any necessary changes to the Itinerary or Cost Estimate as soon as they are aware of the necessity of such changes. These changes may incur cancellation fees and/or penalties for which the Client accepts responsibility.
2. The Client reserves the right to request a change of local supplier in the case that the local supplier's cancellation terms and conditions are unacceptable to the Client.
3. The Client reserves the right to include additional arrangements in the Proposed Itinerary made directly by the Client with other suppliers or agencies. In the case of such inclusions, the Client undertakes to inform the Supplier in writing and in a timely manner. Should any cancellation penalties or added costs arise as a result of such inclusions, the Client accepts liability for these additional payments. The Supplier does not accept any liability for the quality of such inclusions.
4. The Client accepts responsibility for the promptness and accuracy of all payments as outlined in the payment calendar.
5. The Client undertakes to provide the Supplier with all necessary information for the successful design and implementation of the study tour and/or as requested by the Supplier. Information includes, but is not limited to, rooming and participant lists, notable dietary requirements, special medical requirements, disability access, etc.
6. The Client undertakes responsibility for the dissemination of information to the participants regarding itinerary, timings, dress code, behavior, etc. The Supplier accepts no liability for events missed or cancelled as a direct result of non-communication by the Client.
7. The Supplier will accept no financial liability incurred by the Supplier as a consequence of the Client's acts or acts of omission or provision of inaccurate or incorrect information to the Supplier while using the Services.
8. The Client has the right to withhold payment for non-performance of duties contracted to the Supplier where the Supplier has shown gross negligence or incompetence or inability to fulfill its contracted duties.
9. Where the Supplier has failed to deliver the Services up to the agreed standards, the Client has the right to demand alternative services up to the contracted value without additional charges. In such a case, the Supplier agrees to pay any additional costs which occur as a result of such action.
10. The Client undertakes responsibility for complying with payment calendar and cancellation policy stated in this contract. The Client accepts responsibility for meeting the terms for both in-country services and for the international airfare if airfare is arranged through the Supplier. The Supplier reserves the right to terminate services in the case of late or of non-payment by the Client. Furthermore, the Supplier is not responsible for any deterioration in program quality which is a direct result of late payment by the Client, where the Client has been invoiced accurately and punctually.

Learn more



4. Payment and Cancellation Conditions

1. Pricing

The price for this program is EUR 1,925 (approx. USD 2,060) per student *
* based on 45 students and 3 faculty members/administrators traveling with the group
Total program price is EUR 86,625.

Note 1: The price above is based on the exact number of participants. Should the number of participants change before the cancellation conditions apply, the price per student/participant will be subject to change as well. The reason is that some of the services are charged per group (shared expenses) such as buses; ground assistance; conference facilities; academic content, etc. and therefore with less students we may need to charge higher fee per participant.

Note 2: The price above is based on the following exchange rate: 1 EUR = USD 1.0696

2. Payment Calendar & Cancellation Terms

a. Payment Calendar for in-country services (incl. inter-city flight if necessitated by the itinerary in this contract)

Payment	Currency	Deadline
30% of total land costs	EUR	30 days upon first invoice issuing
70% of total land costs	EUR	30 days prior to arrival
final invoice/any outstanding balance	EUR	30 days after the end of the trip

b. Cancellation policy for in-country services (incl. inter-city flight if necessitated by the itinerary in this contract*)

Days' notice	% deductible
91+ days prior to arrival	0% of total costs
28-90 days prior to arrival	50% of total costs
14-27 days prior to arrival	75% of total costs
0-13 days prior to arrival	100% of total costs

**Cancellation fees may vary from the above for the inter-city flight. If this is the case, the cancellation policy will be communicated to the Client immediately upon its receipt from the airline.*

[Learn more](#)



c. Payment Calendar for International airfare If arranged through the Supplier

Payment	Currency	Deadline
First deposit as per the selected airline	USD	7 days upon invoice issuing
Remaining amount for all tickets issued stated already on the first deposit invoice	USD	As per the selected airline's terms
Final invoice/any outstanding balance	USD	30 days after the end of the trip

d. Cancellation policy for international airfare If arranged through the Supplier

As per the selected airline, to be shared upon airfare confirmation and on the first issued invoice.

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5. Important Notes

1. The Supplier has the right to adjust the Pricing as a result of currency fluctuation where the currency of payment is not the same as local currency. Where the final contract prices are calculated based on current exchange rates, the Supplier will indicate such conditions in the pricing section of each proposal, list of services and contract. Should there be the need to change the price as a result of currency fluctuation, the Supplier undertakes to inform the Client in a timely manner. The Supplier undertakes to provide currency and budget management options to the Client as needed.
2. No work will begin on the program until the contract has been signed and returned with a deposit, or proof of payment as a commitment from the Client to proceed with the program as contracted. As a guideline, please note that programs usually require 4 months' active work and planning. No liability will be taken by the Supplier for any deterioration in the program quality due to late payments from the Client.
3. The Supplier does not accept any responsibility for any cost increase resulting from late payments from the Client.
4. Deposits will be used for payment of services and goods on behalf of the Client. Once such services and goods have been paid for, the cancellation terms and policies of the local supplier may override those stated in this contract. The Supplier will inform the Client in every such instance.
5. All payments should be made by Wire Transfer to the Supplier's bank account, details may be found on the following page. The Services can alternatively be paid through ISP Student Zone by means of a debit/credit card which is suitable for making online payments. Payments made using a debit/credit card will be subject to a 1.6% transaction fee.
6. ITINERARY CHANGES are assumed to be cost-free, unless in the case where local suppliers' cancellation policies do not allow for this. In such cases the Client will be informed.



6. Banking & Company Details

Bank Name:
ČSOB (Československá Obchodní Banka)

Bank Address:
Na Příkopě 857/18, 110 00 Praha 1, Czech Republic

SWIFT CODE (BIC):
CEKOCZPP

IBAN Number:
CZ44 0300 0000 0001 9302 9781 EUR

Account Name:
International Study Programs, s.r.o.

Account Number:
193029781/0300 EUR

Company Name:
International Study Programs, s.r.o.

Company Address:
Karlovo náměstí 2097/10, 120 00, Prague 2, Czech Republic

Registration Number:
271 66 708

Tax Identification Number:
CZ27166708

Year Established:
1999

Owner, Managing Director:
Viktoria Kish

Finance Director & Head of PMO:
Tomáš Chalupník

International Study Programs, s.r.o. is insured against the company failure in accordance of Act 159/99. The insurance #0200602284 is held with Česká podnikatelská pojišťovna, a.s., Vienna Insurance Group.

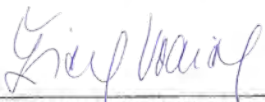
[Learn more](#)



7. Confidentiality

To the extent permitted by applicable law, both parties hereby agree to retain and protect the confidentiality of this agreement and its parts herein.

Signed:


International Study Programs


Texas A&M University

Date:

3/2/17

Date:

3/1/17

The signatures above are in reference to the design and implementation of an academic study tour.

[Learn more](#)



8. Attachments

1. The Design Process & Timeline

Typically a program will take 4-6 months to construct – from proposal through to a final, fully-confirmed itinerary. As a rule, we would advise that the more advance notice we have to manage your program, the better your program will be.

Stage:	Done by:
Stage 1: 6+ months prior to arrival	
<i>Request for proposal submitted to ISP Sales Department</i>	Client
<i>ISP Contact Person appointed to manage proposal preparation & client communication</i>	ISP Sales
<i>Trlp dates checked for feasibility</i>	ISP Sales & Program Management Team
<i>Itinerary & proposed price prepared based on the client's preferences & ISP recommendations</i>	ISP Program Management Team
<i>Proposal including draft itinerary & proposed price sent to the client</i>	ISP Sales
Stage 2: 6 - 4 months prior to arrival	
<i>Proposal customization (themes; services; dates; approximate number of travelers; cost, etc)</i>	Client; ISP Sales; ISP Program Management Team
<i>Final proposal sent to the client</i>	ISP Sales
<i>Client's approval of proposal, contract & first deposit invoice sent and modified if necessary</i>	Client; ISP Sales; ISP Finance
<i>Contract signed & returned to ISP, first deposit processed</i>	Client
Stage 3: 4 - 3 months prior to arrival	
<i>ISP Program Manager & Travel Manager appointed & introduced to the client</i>	ISP Sales
<i>Initial conference call suggested</i>	ISP Program Management Team
<i>Password-protected program website (ISP Student Zone) set up including a full registration form</i>	ISP Program Management Team
<i>Preferred companies & speakers contacted based on initial conference call</i>	ISP Program Management Team
<i>Upon deposit receipt, accommodation deposit paid</i>	ISP Finance & Travel
<i>Accurate & complete participant information collected & sent to ISP (including e.g. roommates, dietary restrictions, etc.)</i>	Client/Students via ISP Student Zone
<i>Ongoing arrangements with companies & speakers, conference room(s) booked as necessary</i>	ISP Program Management Team

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Stage 4: 3 - 1 month(s) prior to arrival	
<i>Academic events, restaurants, cultural events, etc. pre-booked</i>	ISP Program Management Team
<i>Regular update shared & calls initiated as needed</i>	ISP Program Management Team
Stage 5: 4 – 3 weeks prior to arrival	
<i>Second deposit invoice issued & sent to the client</i>	ISP Finance
<i>All activities confirmed, ground transportation finalized, services booked & paid, the client informed</i>	ISP Program Management Team & Finance
<i>If the Client is arranging for any services with their own resources, detailed information about such to be provided to ISP Program Management Team</i>	Client
<i>Student Zone mobile app set up and shared with the Client</i>	ISP Program Management Team
<i>Regular update shared & calls initiated as needed</i>	ISP Program Management Team
Stage 6: 2 weeks prior to arrival	
<i>Final details handled & shared with the Client</i>	ISP Program Management Team
<i>If the Client is arranging for any services with their own resources, final details to be handled & detailed information to be provided to ISP Program Management Team</i>	Client
<i>Final program information finalized & delivered to Client (via e-mail, ISP Student Zone or SZ App)</i>	ISP Program Management Team
<i>Final conference call with the Client initiated</i>	ISP Program Management Team
Stage 7: up to 1 month after departure	
<i>Conference call initiated for the review of student & group leader evaluation forms</i>	ISP Program Management Team
<i>Final invoice sent to the Client</i>	ISP Finance
<i>Discussion about future plans initiated</i>	ISP Sales

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2. Proposed Itinerary

Sat, Jul 29, 2017	welcome to Finland!		day 1	
	arrive Helsinki		air	
	meet ISP Program Manager at the airport transfer to hotel, drop-off luggage		2x bus transfer	
	check-in, time to relax before dinner			
	evening	welcome dinner: iconic Finnish food	bus transfer/dinner	
	return to hotel		bus transfer	
Sun, Jul 30, 2017	Finnish experience		day 2	
	breakfast		hotel	
	morning	cultural event: Helsinki by kayak explore Helsinki as close to the sea as you can get! enjoy guided paddling trip which will take you to the archipelago of Helsinki, characterized by clear water, rocky islands and sandy beaches!	bus/kayak	
		group lunch	restaurant	
		cultural event: guided tour of Helsinki discover the beauty of this stunning Nordic city and see the most interesting parts of Helsinki, such as the historical center, City Hall, The Parliament, Finlandia Hall and the Opera House	bus/walk	
	afternoon	rest of the day at leisure		
	evening	recommended activity: experience Finnish sauna If you want to understand Finland and its people, getting familiar with sauna is a good starting point!		
	Mon, Jul 31, 2017	Finland as a global player		day 3
		breakfast		hotel
		orientation talk by faculty representative & ISP Program Manager		conference room
morning		panel discussion: Nordic models doing business in Finland e.g. government representative, local business leader, journalist presentation, discussion	conference room	
		group lunch	restaurant	
afternoon	visit: Scandinavia setting the bar: trends and drivers of change in the European energy sector e.g. Helsinki Energy management presentation, discussion, brainstorming session	bus half day		
	rest of the day at leisure			
late afternoon	recommended activity: Kauppatori market & Suomenlinna Island before you head to Tallinn walk by the harbor and visit Kauppatori, the most famous market in Helsinki, taste sea food specialties and take a 30 mins ferry to Suomenlinna Island, Unesco's World Heritage sight & popular summer getaway			

[Learn more](#)



Tue, Aug 01, 2017	transfer to Tallinn	day 4
	breakfast	hotel
morning	check-out, load luggage on the bus	2x bus half day
	visit: the Finnish corporation: the role of innovation in creating a dynamic and competitive economy e.g. Finnair e.g. Stockmann management presentation, case study, discussion	
	group lunch	restaurant
	transfer to port, group check-in for ferry	2x bus transfer
	transfer to Tallinn (duration approx. 2 hrs 15 mins)	ferry
afternoon	transfer to hotel, check-in	2x bus transfer
late afternoon	cultural events: foodie tour: flavors of Estonia take a glimpse into Estonian surprisingly vivid culinary scene during this food tour with 6-7 food-stops (eco-food store, deli-shop, wine terrace etc.) combined with strolls on historical cobblestone streets of Tallinn Old Town	walk
	rest of the day at leisure	
Wed, Aug 02, 2017	welcome to e-Estonia, digital society!	day 5
	breakfast	hotel
early morning	visit: mechanisms of digitalizing a society: challenges and opportunities e.g. e-Estonia showroom presentation, discussion	2x bus full day
late morning	visit: from grassroots to global business: an Estonian success story e.g. Defendec (Wireless Sensors & Defense Systems) e.g. Starship Technologies management presentation, case study, discussion	
	group lunch	restaurant
afternoon	visit: innovation in e-banking & building customer & investor trust e.g. SEB Bank management presentation, discussion	
	rest of the day at leisure	
Thu, Aug 03, 2017	small country, big ideas	day 6
	breakfast	hotel
morning	visit: thinking of the bigger picture: Estonia designing future healthcare e.g. Medibud.me e.g. Nortal management presentation, discussion, brainstorming session	2x bus full day
	group lunch	restaurant
afternoon	Group A - visit: the importance of ICT sector for Estonia and Nordic countries e.g. Ericsson (Swedish provider of communications technology & services) management presentation, discussion, tour of facilities	
	Group B - visit: ensuring stable growth in Estonia with eco-innovative strategies e.g. ABB Baltic management presentation, discussion, tour of facilities	
	rest of the day at leisure	
	recommended activity: visit beach of Haabneeme don't miss the chance to visit beach of Haabneeme while you are in Tallinn! When you are there have a drink at Rootsi rannabaar, a famous summer spot for locals!	

[Learn more](#)



Fri, Aug 04, 2017		ahead of competition: innovation, disruption, creativity	day 7
		breakfast	hotel
	morning	visit: uncover the Estonian high-tech scene & mingle with young entrepreneurs e.g. 3D PrinterOS e.g. Mektooy (Innovation and Business Centre) e.g. Smart Load Solutions management presentation, discussion, tour of facilities	bus full day
		group lunch	restaurant
	afternoon	volunteering experience: volunteering activity: help through respect & encouragement e.g. AS Hoolekandeteenused (Homes for a more active way of life) discussion, tour of premises, cooking workshop	
	evening	farewell dinner return to hotel	bus transfer/restaurant bus transfer
Sat, Aug 05, 2017		depart for USA	day 8
		breakfast	hotel
	morning	check-out, transfer to the airport	2x bus transfer
		depart for USA	air

[Learn more](#)



3. List of Services

/ ISP & Program Management

Management fee

Dedicated Program Manager* to prepare the program

Sourcing & contacting companies and speakers as outlined in the itinerary

Proposal & Program design & Implementation

Password-protected, web-based support services

Pre-departure materials

/ Academics & Facilities

8 x company visit

4 x company visit with a case study

1 x volunteering experience

1 x panel discussion

1 x half-day conference room including technical equipment, and coffee break

/ Accommodation

3 nights in a centrally-located 4* hotel in Helsinki such as Original Hotel Sokos

(www.sokoshotels.fi)

4 nights in a centrally-located 4* hotel in Tallinn such as Nordic Hotel Forum

(www.nordichotels.eu)

Twin rooms for the students

Please note: Should a single room be required (should you have an odd number of students or odd number of males/females) or requested (e.g. by individual students), single room supplement will be added to the trip cost -- please see Additional Services for more information.

One single room for an odd student in the 45+3 headcount

Single rooms for faculty members/administrators

Breakfast, internet and all taxes included

/ Meals

Welcome dinner – 3-course menu, and 2 drinks included

Farewell dinner – 3-course menu, and 2 drinks included

6 x group lunch – 2-course menu, and 2 drinks included

/ Transportation / Air

Please note that international air (to/from your original starting point) is not included in the price given below.

International air (if requested) is quoted separately.

/ Transportation / Ground

2 x airport transfer – one way to or from the airport

2 x port transfer – one way to or from the port

3 x half-day bus use – 4 hours max, within city limits

5 x full-day bus use – 8 hours max, within city limits

2 x evening bus for use to and from evening activities

One way ferry ticket from Helsinki to Tallinn priced at 37 EUR per ticket including all taxes and fees – *price is subject to change*

**Water on the bus included.*

/ Cultural Events

1 x tour 'Helsinki by kayak' including a bus, a guide and kayaks

1 x city tour of Helsinki including a guide, and a bus

1 x 'Foodie tour: flavors of Estonia' including tasting stops including 6-7 food stops and 1 wine break

Learn more



/ On-the-ground Support

2 x ISP Program Managers* to accompany the group throughout their stay

2 x ISP Tour Coordinators* in each city to accompany the group throughout their stay excluding transfer between cities

/ Miscellaneous

StudentZone mobile app

Headsets for a guided tour of Helsinki

Tips for guides and drivers

Applicable VAT in compliance with relevant legal regulations

**ISP Program Manager is responsible for arranging the academic content of ISP programs. The ISP Program Manager typically handles all communication with our clients and oversees the trip coordination including logistics. The ISP Program Manager can accompany ISP programs.*

**ISP Travel Manager is responsible for logistical arrangements for ISP programs. The ISP Travel Manager works closely with The ISP Program Manager and in some cases communicates with clients regarding logistics arrangements. The ISP Travel Manager independently handles programs where ISP provides logistics support only. The ISP Travel Manager can accompany ISP programs.*

**ISP Tour Coordinator is a local tour guide responsible for accompanying ISP programs. The ISP Tour Coordinator speaks the local language and is familiar with the destination visited. The ISP Tour Coordinator is specifically trained by ISP to handle business school groups.*

[Learn more](#)



4. Pricing

The price for this program is EUR 1,925 (approx. USD 2,060) per student *

* based on 45 students and 3 faculty members/administrators traveling with the group

Total program price is EUR 86,625.

Note 1: The price above is based on the exact number of participants. Should the number of participants change before the cancellation conditions apply, the price per student/participant will be subject to change as well. The reason is that some of the services are charged per group (shared expenses) such as buses; ground assistance; conference facilities; academic content; etc. and therefore with less students we may need to charge higher fee per participant.

Note 2: The price above is based on the following exchange rate: 1 EUR = USD 1.0696

5. Additional Services

Single room supplement: EUR 445 per person per stay

[Learn more](#)



9. Code of Conduct

The international trip should be considered a professional business trip which provides participants with the opportunity to explore new cultures while also extending their business networks. We require all participants to act respectfully & responsibly and to that end we require all participants to acknowledge and accept the following code of conduct:

1. Act responsibly and be a good representative of your country, university and group.
2. Act in compliance with local laws and customs.
3. Refrain from causing physical injury to yourself and others.
4. Refrain from causing damage to the property of others.
5. Respect the members of the group (e.g. by being punctual to & properly attired for all scheduled events).
6. Refrain from excessive consumption of alcohol. Individuals who are visibly suffering the after-effects of alcohol will be asked to remove themselves from that day's activities and may incur an academic penalty such as a lower grade or a loss of academic credit.
7. Preserve the quality and cleanliness of all facilities incl. hotels, restaurants, buses, etc.
8. Ensure that your actions do not negatively impact the learning, cultural experience or enjoyment for yourself and the rest of the group.
9. Attend and participate in all mandatory visits, events and activities.
10. Any expenses caused by reckless behavior will be charged directly to the participant.

[Learn more](#)