

## Faculty-Led Program Logistics Checklist

Learning Abroad now requires UH faculty-led programs to have in-country logistics providers in order to ensure adequate safety and risk support.

It is our role to ensure they are **adequately insured and vet their in-country transportation options**, that they will **support 24/7 in-country**, that they can **support changes to housing and transportation needs**.

When considering a logistics provider please confirm the following:

Contact Details

Contact person(s) with the organization

Contact available during all hours for emergency situations

Visa and Immigration Support

In-Country Support

Risk and Safety Support

Crisis Management Plan

Housing Details

Confirmation on how housing is chosen

Housing able to updated if necessary for student

Transportation Details

Confirmation on how transportation is chosen

Transportation is vetted for insurance and safety

# UNIVERSITY of HOUSTON

## OFFICE OF THE PROVOST

### Learning Abroad

The following logistic providers have already been vetted and approved by the University of Houston:

- **American Institute for Foreign Study (AIFS)**
  - [Sharon F. Secki](#), Director of Admissions and Customized Programs
  - [Ann Hubbard](#), Director of University Relations for Customized Programs and Academic Assessment
  - <http://www.aifspartnerships.com>
- **CEA Study Abroad**
  - [Mr. Kelly Wilkinson](#), Regional Director & Liaison for UH Faculty-Led Programs
  - [www.ceaStudyAbroad.com](http://www.ceaStudyAbroad.com)
- **CIEE Custom Programs**
  - [Brooke Beland](#)
  - <https://www.ciee.org/go-abroad/for-educators/custom-programs>
- **EF College Study Tours**
  - [Kate Lavelle](#)
  - [www.efcollegestudytours.com](http://www.efcollegestudytours.com)
- **Millennium Tours**
  - [Zohra Mamujee](#)
  - [www.mltours.com](http://www.mltours.com)
- **SIT Study Abroad | Custom & Faculty-Led Programs**
  - [Courtney Bauman](#), University Relations Manager
  - <https://studyabroad.sit.edu/advisors-faculty/custom-faculty-led-programs>
- **WorldStrides | ISA Custom Programs**
  - [Lindsey Skinner](#), Program Development Manager
  - <https://worldstrides.com/higher-ed-custom/>