



Educational Tours

Educational Travel for Teachers and Students

On behalf of the EF team in Europe – Welcome!

While you have been finalising your pre-tour arrangements, your Tour Director (TD) has been working with EF's staff in Europe together with your Tour Consultant to prepare your tour. Your TD will discuss the daily running of the tour, your educational objectives and other matters during an orientation meeting on arrival day. They will also cover standard topics such as passport copies and insurance. Thereafter you should expect to remain involved in tour decisions and informed accordingly.

Safety

Group safety is our prime concern; please note the following:

Safety Script

Your TD will read (or make available) a safety script- on behalf of EF Tours. It is vital that you and your group pay attention to this in addition to any other safety announcements the TD makes.

Street Safety

- People tend to follow the person in front when walking in a group; it is important that each individual makes their own decision especially when crossing the street.
- We suggest that an adult member of your group acts as 'sweep' so that you can be confident your entire group is present during walking tours and when using public transport.
- Please make sure your group is aware of local traffic rules (especially driving on the left if you are touring in the UK or Ireland), and understands how the street signals work.

Personal Safety

- Valuables such as passports and cash should be kept in a money pouch or similar that is worn under clothing. It is a good idea to limit cash in outer pockets to amounts needed for normal daily expenses.
- Any backpacks or bags carried should be zipped or fastened, and worn across the chest. Nothing of value should be stored in outer pockets. Backpacks should be worn to the front when using public transport.
- Use of safety belts on the bus is mandatory (where fitted) in most parts of Europe.

Hotels

- Recommend the use of hotel safes. Anything of intrinsic value should not be left in hotel rooms, unless locked in luggage or a room safe (where available). The main hotel safe is the best option if you wish to store valuables.

- Your group should take note of fire notices and fire escape routes when they first enter their rooms. Should any fire exit appear to be locked/inaccessible, inform the TD (or hotel management if TD unavailable) immediately. All hotels we use are required to provide us with current certification that they meet relevant safety requirements.

Drinking and smoking

Your TD will support the rules you have agreed with your group, and will work with all Group Leaders to ensure that any variations within the group are managed appropriately.

- Many restaurants, bars and cafes serve young people without asking for proof of age.
- The legal age for buying alcohol in a store is no more than 18 anywhere in Europe.
- Tobacco may be bought legally by 16 year olds.
- Drinking and smoking are not permitted among participants in hotel rooms or on the bus.

Tipping

Tipping is part of everyday life in North America. The same is true in Europe, but customs vary. GL's recent experience has been that students are running out of money before the end of the tour. If you have not already done so, we therefore recommend you collect sufficient funds from your group as soon as possible after the tour starts.

TD: We suggest groups tip TDs \$6 USD a day per person, starting from the day you arrive and finishing the day you depart.

Driver: Drivers who remain with the group more than one day should be tipped approximately \$3USD per person per day.

Guides: Local Guides whose contribution you think deserving of additional reward might be tipped approximately one Euro per person (50 pence per person would be sufficient in the UK). Guides who lead a full-day excursion with a driver will often share their tip with the driver, so you may wish to take that into account.

Cruise: For tours including a cruise, please be aware of the relevant guidelines, currently 10 USD per person per day on board. This will be added to each participant's account on the ship –to be paid on the penultimate day, and covers gratuities for all on-board services; no additional costs for meals are incurred during the cruise.

Other: You are not expected to tip at group dinners at restaurants or hotels. You are of course free to do so if you wish to reward excellent service (50 eurocents a person would be appropriate). For lunch, restaurant tips may be included – please check. Otherwise, custom varies from approximately 5% to 12.5 % - please ask your TD. Taxi drivers are normally tipped 5% to 10%.

We hope you have an excellent tour and look forward to reading your evaluations.