

## STUDENT/PARENT MEETING SAMPLE AGENDA

- ◆ **Introduction:** Give a brief introduction including your background. Present your agenda for the meeting and circulate a sheet to record names, addresses, e-mail addresses, and phone numbers of all in attendance.
- ◆ **Why travel to France?** Discuss with your parents and students the benefits of foreign travel, the importance of experiencing a new culture first-hand, the value of hearing native speakers while learning a new language, the opportunity to make life-long friends, and to gain a worldly perspective, etc...
- ◆ **Present VIE:** Discuss why you have chosen to travel with Vistas In Education.
- ◆ **Show the video:** The scenes from the tour and family stay give parents a feel for our program and answer many questions they might have. (15 minutes)
- ◆ **Details of the trip:** Discuss tentative dates, possible itineraries (Paris, tour, Family Stay) costs, insurance coverage, etc. Refer to [Frequently Asked Questions](#).
- ◆ **Family Stay:** Discuss the purpose and benefits of the Family Stay experience. Refer to [Family Stay FAQs](#) for more details.

*If you have traveled with VIE before, consider inviting a student to your meeting who has already experienced the program to discuss it from his/her perspective.*

- ◆ **Trip Cost:** Distribute price quotation (included in the registration materials you received) and explain how the pricing works. Discuss what is included and not included in the program. This is an important time to review the [payment and cancellation policy](#), which is printed on the Student Registration Form.
- ◆ **Registration Materials:** Pass out the Student Registration Forms and any other forms that you or your school requires. Announce enrollment procedure and the deadline. (For Early Sign-up groups, you may want to stress the benefits of Early Sign-up and the additional cost for registering in the fall.)
- ◆ **Questions?**