Student Handbook

Overview ......................................................................................................................... 2
Contact Information ......................................................................................................... 2
Key Dates .......................................................................................................................... 2
Team Selection Process and Notification ........................................................................ 3
Project Phases and Requirements .................................................................................. 4
Policies ............................................................................................................................. 6
Grading .............................................................................................................................. 6
TGC and Student Exchange Participation ........................................................................ 6
TGC Spouses/Partners ...................................................................................................... 7
Free and Leisure Travel .................................................................................................... 7
Roles and Responsibilities ............................................................................................... 7
Team Advisor .................................................................................................................... 7
Client ................................................................................................................................. 7
TGC Program Office ......................................................................................................... 8
Project Resources ........................................................................................................... 8
Technology ....................................................................................................................... 8
Translators and Interpreters ............................................................................................. 9
Project Expenses and Logistics ....................................................................................... 9
Entry Visas ......................................................................................................................... 9
Per Diem Allowances ...................................................................................................... 10
Airfare ............................................................................................................................... 10
Accommodation ................................................................................................................ 11
Immunizations and Prescriptions .................................................................................... 11
Health Care Billing, Insurance, and Reimbursement ..................................................... 12
Project-related Expenses and Expense Reimbursement Forms ..................................... 12
Safety, Security, and Health Procedures ......................................................................... 13
Travel to Countries under US State Department warnings ........................................... 13
Emergency Procedures ..................................................................................................... 13
International SOS ........................................................................................................... 14
Travel Tips ......................................................................................................................... 15
Attire ................................................................................................................................ 15
Travel Checklist ............................................................................................................... 15
OVERVIEW

Tuck Global Consultancy (TGC) is a second-year, full credit elective course that provides students with the opportunity to lead, plan, and execute a real-world consulting engagement.

TGC engagements are focused typically, though not exclusively, in locations outside of the US, with students working in self-managed teams under the guidance of a Team Advisor. TGC is largely self-funded through client sponsorship and fees, and acceptance into the course is by application. The number of students accepted in the course is dependent upon the number of projects contracted.

The purpose of this handbook is to provide detailed information about TGC processes and logistics – both for students who have applied for participation, and for students who have been assigned a TGC project. *For academic information, please refer to the course syllabus.*

Contact Information

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<tr>
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<th>Bosworth 14</th>
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Key Dates

**Summer Track* (2013)**
- Client participation deadline: May 15th, 2013
- Phase One (prep-work): June 10th - August 16th (summer internship)
- Phase Two** (in-country work): August 19th - September 6th
- Phase Three (final report): September 9th - October 4th

**Winter Track (2013-2014)**
- Client participation deadline: September 16th, 2013
- Phase One (prep-work): October 7th - November 22nd
- Phase Two** (in-country work): December 2nd - December 20th
- Phase Three (final report): January 6th - February 7th, 2014
Spring Track (2014)
Client participation deadline: January 27th, 2014
Phase One (prep-work): February 10th - March 7th
Phase Two** (in-country work): March 10th - March 21st
Phase Three (final report): March 24th - April 18th

*This track requires clients to hire a summer intern.

**Students must arrive in country no later than Sunday at 5pm, before the first Monday in-country. Students must depart no earlier than the Saturday morning after the last Friday in-country.

TEAM SELECTION AND NOTIFICATION PROCESS

The TGC application process is open to all second-year students. The number of students accepted into TGC depends on the number of paid consulting assignments the TGC Program Office can generate. As a result, we are not always able to place all interested students on a project team.

As often is the case with real-world consulting engagements, many clients commit to a project at the last possible moment when an immediate business need or opportunity arises. Therefore, ambiguity and uncertainty may exist regarding the number of students who can be accepted into the course. Our goal is always to place as many students on a project as possible. The process is follows:

• Once a project is confirmed, the team selection process begins. Team selection is based on several factors, including but not limited to: fit between project parameters and student education, experience, and expertise; as well as, balance along a variety of dimensions, including gender and nationality. Notification of team assignment is by email. Emails include as much information as is available at the time (including preliminary scope of work, target venue(s) for Phase Two, etc.). Students must confirm participation, by email, on a team within 48 hours of receiving an invitation.

• Students who decline a team assignment hoping for another project invitation will remain in the applicant pool (if they wish), but risk not receiving another invitation. If students delay longer than 48 hours to confirm their participation, another student may be invited in their place.

Once the team is staffed, students are notified of the final team composition, and Phase One officially begins.

To reiterate, the number of students accepted in the program depends entirely on the number of clients ultimately recruited.

However, in rare instances, a student who has not applied via the standard TGC application process may be asked to join a team due to a unique and/or unusual skill-set that is essential to the success of a project, often at the client’s request. This skill-set may take the form of language competency, cultural expertise, specific work experience, etc. We make every effort
to place those students who have applied through the established process before searching for specific skill-sets outside the TGC applicant pool.

**PROJECT PHASES AND REQUIREMENTS**

The course is organized into three phases with work requirements spanning two terms.

Project teams are typically comprised of six students. Individual roles on a team may vary depending on the nature of the project, scope of work, and team preferences, and are determined by the team in Phase One. Team roles may include a Project Manager, Client Liaison, Presentation Lead, etc. We suggest, at the least, a Project Manager and Client Liaison.

**Phase One** is conducted in the US and lasts three to five weeks. The expected workload is that of mini-course (sometimes more). Expectations for students include:

**Project-related requirements:**
- Attend a kick-off meeting with other team members and your Team Advisor; choose a Project Manager and Client Liaison at this meeting
- Contact Feldberg librarians to begin secondary research, including general information about the sector and specific information regarding the client before the first client call
- Engage the client on an initial call, even if the entire team cannot attend
- Obtain, review, sign, and return any confidentiality letter and/or non-disclosure agreement (NDA) to client; consult with TGC Program Office for assistance
- Schedule and attend regular conference calls (or on-campus meetings, if possible) to meet the client and understand/refine the project objectives and scope; clarifying and confirming the scope is essential to a successful outcome and productive Phase Two
- Review all materials provided by the client and continue any secondary research
- Prepare client engagement letter; this document formalizes the understanding with the client about project’s parameters, including scope, deliverables, and other specifics
- Prepare a preliminary project work plan for review and approval by the client
- Confirm the project’s work plan prior to Phase Two
- Schedule a substantial number of interviews for the first week of Phase Two, leveraging the client’s contacts, if/when appropriate
- Submit required deliverables* to Team Advisor and the TGC Program Office by the deadline on the syllabus, including fully executed engagement letter, NDA (if applicable), work plan, etc.

*Document samples are available in Course Files folder on the Public drive; Fall -> Elective -> TGC

**Planning and logistics requirements:**
- Double check that your passport is valid for six months after the end of Phase Two
- Review project budget details communicated by the TGC Program Office
- Arrange necessary conference call information at the beginning of their projects (contact TGC Program Office for details)
• Reserve necessary conference rooms and the requisite audio/visual equipment for team meetings and client calls during Phase One
• Check project country’s embassy website for visa requirements and communicate information to TGC Program Office
• Check health needs and schedule an appointment at Dick’s House. If you are a US citizen, and it is required, register with the US Department of State’s Smart Traveler Enrollment Program: https://travelregistration.state.gov/ibrs/ui/; make travel arrangements with support from the TGC Program Office

Phase Two is conducted in the field at the venue(s) specified by the client, and is three weeks in length. It is a very focused and an intense period of time where students are expected to be working full-time, and which may include significant travel. Students must be physically present for the entire three weeks.

Project-related requirements:
• Meet client (if in-country) to confirm the work plan and objectives for Phase Two
• Schedule additional interviews (40+) beyond those already organized for the first week
• Collect primary research, through interviews, focus groups, surveys, etc.
• Meet regularly with, and provide regular updates to, your Team Advisor
• Focus on primary research, but continue secondary research as needed
• Synthesize and analyze data, and in order to formulate recommendations
• Prepare and present a preliminary presentation to the client

Planning and logistics requirements:
• Keep accurate records and receipts of all project-related expenses, ensuring strict adherence to any requisite project budget requirements
• Handle any additional logistics needs arising during, with support/guidance from your Team Advisor and the TGC Program Office

Phase Three is conducted in the US, lasts three to five weeks, and has an expected workload of mini-course.

Project-related requirements:
• Reserve two 90-minute class times per week for TGC work during the first four weeks in the term following the team’s return
• Meet regularly as a team to refine final presentation, while remaining on contact with the client and responding to additional requests
• Meet several times with the Team Advisor to review progress toward final deliverable(s)
• Hold regular conference calls with the client within four weeks upon returning
• Complete data research, synthesis, and analysis
• Prepare final conclusions and recommendations
• Present a substantial final presentation to the client and TGC Program Office via video-conference from Tuck or at the client's office, if feasible
• Submit final deliverable(s) PowerPoint slides and supporting materials (interview summaries, background data, etc.) to the client, Team advisor, and TGC Program Office
• Complete the required peer evaluation and overall course evaluation

Planning & Logistics Requirements:
• Schedule final client presentation in coordination with TGC Program Office, ensuring that the TGC Director is available to attend
• Reserve necessary conference rooms and the requisite audio/visual equipment for team meetings and client calls during Phase One
• Submit completed expense reimbursement form to TGC Program Office
• Prepare a one-page synopsis and a maximum three-sentence synopsis of the project and submit to the TGC Program Office

POLICIES

Project Grading

TGC is graded using the same letter system as other courses at Tuck (H, S+, S, LP and F). Tuck grading curve requirements for second-year courses also apply to TGC.

The Team Advisor assigns all student grades and evaluates performance on all levels, from the intellectual effort required to the timeliness of submitting paperwork, as though students were professional consultants. Feedback from multiple sources is considered, including client feedback, peer evaluations, and TGC Director feedback. **As part of the course requirements, all students are required to complete a peer evaluation at conclusion of their project.**

Final grades reflect individual and team performance on the project as follows:

- **40%** Individual contribution to the team
- **60%** Team performance, including:
  - Quality of client deliverables (engagement letter, work plan, preliminary presentation, final deliverable, etc.)
  - Timely delivery/responsible handling of administrative items

**Please consult the course syllabus for more detailed information.**

TGC and Student Exchange Participation

Students who wish to participate in TGC must commit to the entire project. If a student does an exchange during the Fall Term, s/he will not be able to participate during the TGC Winter Track, but may participate in the TGC Summer or Spring Track cycle. There may be some exceptions to this policy, specifically if the skills of a student are essential to a project's success and unavailable anywhere else in the applicant pool. Students may participate in TGC if they plan to do an exchange term following the in-country portion of the project.

Exchange students from other schools are also permitted to participate in TGC, but priority for
placement is reserved for full-time Tuck students, except when the skills of a specific exchange student (such as language/cultural competency) are considered essential to a project’s success.

**TGC and Spouses/Partners**

Spouses/partners are not permitted to accompany team members during the Phase Two, in-country travel portion of TGC projects.

**Free and Leisure Travel**

While outstanding project execution is the first priority, an important goal of TGC is to expand students’ international and cultural experiences. However, it is important to be sensitive to cultural differences and client perception when planning personal travel. The amount of free time to sightsee or travel can vary greatly by project. Students should discuss leisure travel plans with the Team Advisor and other TGC team members to ensure that it does not interfere with/take precedence over the needs and expectations of the project.

Students are also permitted to travel on their own before or after the three weeks during Phase Two. Students are always responsible for expenses incurred during personal travel or sightseeing (airfare, accommodation, entry visas, museum tickets, cultural event tickets, tours, train travel, etc.).

**ROLES AND RESPONSIBILITIES**

**Team Advisor Role**

Each TGC project team is assigned a Team Advisor for the entire 11-13 week period. Team Advisors physically accompany teams during Phase Two, meet regularly with the team, and participate in all conference calls and presentations. They evaluate team and individual performance to assign students’ grades.

Team Advisors also assist in resolving major issues, maintaining a good client relationship, and keeping the project on track within both the work plan, time-frame, and budget.

Team Advisors do not manage, direct, or lead the team, nor do they do the work. They are available, however, to help the team maximize its resources, acting as a means of advice, guidance, and support throughout the 11-13 week engagement.

**Client**

While every client relationship is different, clients are expected to provide access to key client people and information via a point-person. The client point-person typically remains in regular contact with the TGC project team for the entire 11-13 week period. The client point-person may be, but is often not the project sponsor.
If the client is physically located in-country, they often provide advice/support with on-the-ground logistics throughout Phase Two. There are instances where clients have no presence whatsoever in-country, and therefore, may not be able to assist.

**TGC Program Office**

The TGC Program Office is the primary contact with the client prior to Phase One, and is responsible for obtaining client commitment; determining initial project scope and project location; and providing teams with a list of client contacts. If a client has previously collaborated on a TGC project, the TGC Program Office can provide the reports and any relevant collateral material, for background and insight.

Following the formation of a project team, the TGC Program Office supports students with logistical items such as flights, accommodation, per diem allowances, entry visas, meeting rooms, conference calls, etc.

Following Phase Two, the TGC Program Office will assist with expense report processing and will handle client reimbursement.

**PROJECT RESOURCES**

The TGC Program Office will help support projects teams, but encourages the use of all other available Tuck resources, including Feldberg library, Tuck and Dartmouth professors, as well as Tuck alumni.

**Technology**

A laptop is required for Phase Two, and Tuck Computing will provide tips and advice, as support may be limited while traveling. The TGC Program Office will remind students, but encourages students to be proactive in understanding and utilizing Tuck Computing as a resource.

Contact information: tuck.computing@tuck.dartmouth.edu or +1 (603) 646-1818

**Translators and Interpreters**

In countries where the language of business is not English, a translator/interpreter may be required for in-depth interviews. It is the team’s responsibility to procure translators/interpreters, with some support from the TGC Program Office. Utilizing local business schools for translators/interpreters has been a successful model on past projects. Team members who are fluent in the country’s language are not expected to serve as interpreters.
PROJECT EXPENSES AND LOGISTICS

TGC is client-funded, with clients paying a program fee to help offset Tuck’s operating costs plus all project-related expenses (airfare, accommodation, per diem allowances, etc.) for the student team and Team Advisor. Project-related expenses vary, depending on team size, the extent of in-country travel, and the budget agreed upon with the TGC program office. These costs typically range between $55,000 and $75,000.

All TGC project expenses and logistics adhere to Dartmouth College travel policies and are billed to clients for reimbursement. A copy of the Dartmouth College’s Business Expense Reimbursement Policies can be found online, here:


A recap of many policies is below. It is intended to be informative, but is not inclusive. Please read the Business Expense Reimbursement Policies in order to have a full understanding of reimbursable expenses and travel expectations.

The TGC Program Office will pre-pay as many expenses as possible, as there is no TGC/Tuck credit card that teams can use while traveling in-country. Therefore, expenses that the TGC Program Office cannot cover due to in-country customs or laws are the responsibility of the student or the Team Advisor (to eventually be reimbursed). In general, students should anticipate credit needs of up to $1,000. Students, for whom this expense will be a hardship, should discuss their financial needs with the TGC Program Office.

Entry Visas

Whenever possible, the TGC Program Office uses a visa service to expedite visa applications for students. However, due to increasingly strict requirements that can vary greatly by country and by the applicant’s nationality, students should also be prepared to handle visa procurement on their own with guidance from the TGC Program Office. Regardless of how processing occurs, students are responsible for ensuring the timely processing of their visa application, as follows:

- Possession of a valid passport is a requirement for TGC participation, and must be valid for six months after the end of Phase Two. Any required passport renewals or replacements are the financial responsibility of the student.
- Ensure that there are at least two, blank, facing pages available in the passport to accommodate a visa.
- Get acquainted with all visa requirements. For US passport holders, visa entry requirements are available online (traveldocument.com). For non-US passport holders, please check the embassy/visa website for specifics.
- Fill out the required visa application forms.
- Provide the original passport and required number of passport photos.
- Prepare/request any other required supporting documentation.
- Flights cannot be confirmed until after the entry visa has been received, unless the TGC Program Office makes an exception, in writing.
There are often challenges involved in procuring visas, depending on student nationality and/or country of destination. The TGC Program Office does its best to communicate and support to mitigate any potential challenges. However, in some cases, visa expeditors cannot assist with visa procurement, and therefore, students must present their applications in person at the designated embassy or consulate. This may require the student to travel to Boston or New York City.

Non-US passport holders should be in contact with Dartmouth’s Office of Visa and Immigration Services to ensure the validity of their US visa for re-entry after TGC travel. Ensure that they have an updated signature on your I-20 prior to TGC travel.

Please note procuring entry visas for TGC travel always take precedence over procuring entry visas for personal travel, and that students are responsible for all costs associated with procuring a entry visas for personal travel. If it is necessary to expedite an entry visa for TGC travel purposes and, as a result, to expedite a visa for personal travel, students are responsible for all costs (visa, expediting service, mailing, etc.) associated with obtaining the personal visa.

**Per Diem Allowances**

Per diems amounts for TGC projects vary from one project to another, and depend both on the client’s budget and the project venue. The TGC program determines per diem rates in coordination with the client, and uses the US Department of State per diem rates as a guide to determine an appropriate percentage rate for a given location. The per diem amount is not negotiable, and students are not reimbursed if they spend more than their per diem. If for any reason a student leaves the engagement during the in-country phase, the student is responsible for returning the unused portion of his/her per diem.

Before departure, students will receive a per diem check to be used for meals and incidentals. In cases where students hold project-related interviews over any meals or drinks, only the food and beverage costs of the guest(s) can be claimed as an additional project-related expense. Itemized receipts are required for reimbursement. Be advised that Tuck does not reimburse for gifts or any expenses unrelated to the project.

Please refer to the Dartmouth College’s *Business Expense Reimbursement Policies* for more details:


**Airfare**

Flight booking instructions are emailed shortly after teams are fully staffed. Students may not book travel before receiving instructions, and must arrange flights through Dartmouth College’s approved travel provider, Travel Leaders. Please follow these instructions carefully, making note of when you need to be in-country for the Phase Two start and end dates. Students who make their own flight arrangements will not be reimbursed - this procedure is not negotiable.
Once students complete an itinerary with Travel Leaders, it will be sent to the TGC Program Office for approval. Once approved by the TGC Program Office, Travel Leaders will then issue the ticket. Students will receive an email from Travel Leaders confirming the booking, which will contain all of the flight information. The itinerary is final, and all changes become the student’s financial responsibility.

Students should note that all airline tickets purchased are non-refundable, non-transferrable, change fee tickets to keep costs as low as possible. Students are responsible for the cost of any changes (including fees and airfares) they request after the tickets are issued, unless that change is approved in advance, and in writing by the TGC Program Office. All changes must be made through Travel Leaders. Any changes made through the airline directly are at the student’s expense even if the change has been approved by TGC.

TGC will be using the Travel Leaders Group Air service: +1-800-284-1647, option #3

**Accommodation**

Client budgets dictate accommodation arrangements and students can expect double occupancy (i.e., sharing a room with another team member). However, there may be instances on TGC project teams where accommodation is single occupancy (i.e, each team member has his/her own room).

The TGC Program Office handles the booking of accommodation (for Phase Two) during Phase One. Where possible, accommodation is pre-paid, but students should be prepared to provide a personal credit card at check-in for incidental expenditures (room service, laundry, mini-bar, telephone, etc.). Teams stay in clean, secure, and reasonably priced accommodation, preferably with access to business facilities. However, some clients determine the accommodation, often in accordance with their policies (proximity, corporate rates, etc.). While TGC makes every effort to arrange accommodation with certain amenities (wi-fi, restaurant, gym facilities, etc.), we cannot make any guarantees.

An exception to the above policies is when the time difference, immediacy of travel needs, or expense of arranging travel from the US make it impossible for the TGC Program Office to successfully or reasonably make these travel plans. In these situations, the Team Advisor (and sometimes the student team members) will make and pay for these travel arrangements.

**Immunizations and Prescriptions**

The TGC Program Office provides each student team with a document, from Dick’s House (Dartmouth College Health Services), which includes information regarding required/recommended immunizations for travel to a particular country. If after reading this information, the student determines that a visit to a health care provider is necessary, the student is responsible for making those arrangements. While a student may use a care provider and pharmacy of his/her choice, those expenses must be handled through the student’s insurance carrier, and therefore, TGC will not reimburse for any deductibles or co-pays. However, TGC will reimburse students for care received at Dick’s House, and/or for
immunizations or prescriptions (malaria pills, antibiotics, etc.) recommended by, and dispensed at, Dick’s House.

To schedule an appointment at Dick’s House, call the office directly (+1-603-646-9401), and bring along a copy of your immunization record to the initial appointment. You should also have your immunization record with you while traveling.

Please keep in mind that many immunizations require an incubation period of up to four weeks to become effective. Therefore, we encourage you to make your appointment with Dick’s House as soon as possible after being assigned to a team.

**Health Care Billing, Insurance, and Reimbursement**

The cost of medical services is initially charged to the student’s tuition account and is credited later by the TGC Program Office. Students must fill out and submit the “Billing” brochure at Dick’s House at the time of their appointment to receive an itemized receipt. Dick’s House does not submit charges for immunizations to insurance companies or health plans. They do provide an itemized receipt upon request that students can submit to their health plan for reimbursement. Before reimbursing immunization charges, the TGC Program Office requires an itemized receipt from Dick’s House and a copy of the explanation of benefits from the insurance company so that only the amount actually paid by the student is reimbursed. The Dartmouth Student Group Health Plan will currently cover 80% of travel immunizations when received at Dick’s House and 100% of prescriptions. This coverage may change from year-to-year.

**Project-Related Expenses and Expense Reimbursement Forms**

Students should expect to pay for some project-related expenses prior to, and during, international travel. Expenses eligible for reimbursement at the conclusion of Phase Two include:

- Reasonable travel to and from the airport, both in the US and internationally. Within the US, TGC cannot reimburse for car service receipts, rental car receipts, long-term parking receipts, excessive mileage reimbursement requests, etc. Therefore, students should arrange to take more reasonable or public transportation, like Dartmouth Coach, to/from the airport.
- Passport photos or other expenses associated with obtaining an entry visa
- Project-related travel while in-country (airfare and accommodation)
- Industry reports, white papers, etc.
- Translation and interpretation services
- Project-related telephone calls, faxes, internet, etc.
- Food/beverage costs for interviewees; student’s own food/beverage are not eligible as that is covered by the per diem allowance
- Reasonable foreign transaction fees through credit and debit cards

For the above project-related expenses, original receipts are required, meaning that there will be no reimbursement without the receipt to support the expense.
Students will receive the TGC expense report form in order to keep track of project-related expenses. All TGC participants are required by Dartmouth College to complete the expense report after the travel portion of TGC, regardless of whether or not they incurred any additional project-related while traveling (in order to reconcile their per diem allowance), which includes:

- A completed copy of expense report form (which will be provided).
- All original receipts, in date order, to include the US dollar amount, numbered to match the expense report line.
- A copy of any relevant credit card, bank, or other financial statements.

Detailed instructions on how to fill out the form are provided by the TGC Program Office prior to travel.

SAFETY, SECURITY, AND HEALTH PROCEDURES

Travel to countries under US State Department travel warnings

TGC projects sometimes involve travel to countries under a current US State Department Travel Warning. Because Dartmouth does not support travel to countries that are under US State Department travel warnings, or similar cautions by the WHO or CDC, students wishing to travel to one of these venues must contact the Dartmouth Office of International Initiatives at least three weeks prior to travel to apply for a travel waiver. A Supervisor Health and Safety Statement is required for any non-faculty/staff travelers (including graduate students) and can be obtained from the TGC Program Office.

For more information about Dartmouth travel policies and resources:

http://dartmouth.edu/global/travel-resources/safety-emergencies

http://dartmouth.edu/global/international-initiatives/travel-waiver-policy

Emergency Procedures

Prior to the start of the in-country portion of TGC, the TGC Program Office distributes a master document listing the contact information for all teams (client, students, Team Advisor, and hotels) to all TGC students, Team Advisors, and to the Tuck School. The TGC Program Office will forward this master document to students’ emergency contacts, but students are asked to also forward the contact document to their families and partners.

In the event of an emergency, students, Team Advisors, family members, Tuck partners, and others should immediately contact:

Dartmouth College Safety and Security (available 24 hours/day, 7 days/week):
Safety.and.security@dartmouth.edu or +1 (603) 646-2234
If an emergency occurs, Safety and Security will immediately notify the TGC Program Office, and Tuck will involve International SOS as necessary. See below for more information on International SOS. The TGC Program Office and Tuck will establish a “crisis response” team to establish communication within Tuck regarding the emergency and to initiate communication with the TGC team, TGC family members, and the Tuck School.

**International SOS (www.internationalsos.com)**

Dartmouth College’s Office of Integrated Risk Management and Insurance has contracted International SOS to provide worldwide emergency assistance for all Dartmouth College students and staff. Services range from telephone advice and referrals to full-scale evacuation by private air ambulance. The required ISOS member login is the same as the Dartmouth College membership number (11BSGC000018). The International SOS website also contains an online Personal Locator form for inputting travel and destination information.

The TGC Program Office requires that all students to complete the form so that this information is immediately available to International SOS in the event of a crisis or emergency.

<table>
<thead>
<tr>
<th>International SOS 24-Hour Alarm Centers</th>
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<td><a href="http://www.internationalsos.com">www.internationalsos.com</a></td>
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Dartmouth College membership number: 11BSGC000018

Philadelphia, PA (If calling from the USA, Mexico, Central, or South America)
+1 (215) 942-8226 (call collect where available)
1-800-523-6586 (within the USA)
1-800-441-4767 (calling from Canada)

London, England (If calling from Europe, CIS, Africa, or Middle East)
+44 20-8762-8008 (call collect when available)

Singapore (If calling from Asia, Australia, or the Pacific Rim)
+65 6338-7800 (call collect when available)

To ensure a prompt response when calling, be prepared to provide:

- Name, location, age, sex, and nationality.
- Program association: Tuck School of Business at Dartmouth College, Tuck Global Consultancy program.
- Dartmouth College International SOS membership number: 11BSGC000018
- Telephone number from which call is placed (in case you are disconnected).
- Relationship to the person (if the person calling is not the student or Team Advisor).
- Name, location, and telephone number of the hospital or clinic (when applicable).
- Name, location, and telephone number for the treating doctor, and where the doctor can be reached (when applicable).
Note that while International SOS offers students advice and services that many health insurance companies do not offer, International SOS is not health insurance.

Requests for reimbursement for medical care received while abroad should be submitted to a student’s health insurance provider (usually the Dartmouth College Student Group health insurance plan).

Travel Tips

Attire

Always obtain dress advice from the client, but as a general rule, plan on wearing professional business attire, typical of Western nations, for all interviews outside of your client offices. Students generally bring at least one suit. When in doubt, err on the side of formal dress and be guided by the advice of the client. Students should also bring comfortable, casual clothing and shoes for evenings and weekends, conservative workout clothes for workouts, and have a good understanding of the country’s climate prior to arrival. Try to bring everything you will need, as it is needlessly time consuming to buy items that could have been brought from home.

Travel Checklist

- Passport*
- Laptop; USB memory stick to transfer files
- Business and casual attire; personal items; toiletries
- Money (traveler’s checks, credit and/or debit cards*, US currency, etc.)
- Prescription medicine; proof of immunization and health insurance*
- Project-related materials
- Transformer/adapter for laptop and other electrical use
- Several plug adaptors appropriate to the destination
- Business cards; Tuck logos or small gifts
- Camera; travel guidebook

*It is good practice to make photocopies of all documents and keeping those photocopies separate from the originals, perhaps even leaving a set at home.

Students should determine a budget taking into consideration personal preferences and the destination country. In general, students usually bring or have access to about $1,000 in spending money to cover personal and project expenses, over and above the aforementioned per diem allowance. Students frequently bring a combination of local currency, US traveler’s checks, and credit and/or debit cards. This varies by country and location within the country (urban vs. rural, one location vs. frequent traveling, etc.).