

FAQs for Tour and Workshop Directors

First, thank you for your interest in directing a tour or workshop in the Vergilian Society Study Tour Program! The Society has offered educational study tours since 1937 as a regular part of our educational mission, and many have found directing a study tour to be a very satisfying experience. The FAQs below should help you as you consider submitting a proposal. At any time, however, you are welcome to direct questions to the Chair of the Villa Management Committee (VMC) whose name and contact information are listed under officers on the website: <http://www.vergiliansociety.org/about-us/officers-and-board-of-trustees/> . Let's get to those questions!

How do I start the process of proposing a tour or workshop?

Generally, the Society solicits tour directors 2 years in advance to allow for tour development, scheduling, and marketing. The first step is to submit a short proposal to the Chair of the Villa Management Committee. This can be as simple as a paragraph describing the planned tour, any rationale or theme and possibly the cities you consider most important to visit.

What happens after the initial proposal?

The Chair of the VMC will work with you on developing your proposal, expanding the description, creating an itinerary, and pricing it all. The fuller proposal will be submitted to the Executive Committee and to the Full Board for approval at their meetings. The Executive Committee usually meets in the fall and will consider proposals for two summers in the future at that meeting. The Board meets at the SCS/AIA in January so prospective directors will be notified shortly after that meeting.

How long should a tour be?

We find that the most popular tours are 10-12 days in length, but shorter tours can be offered, especially the classical tours of U.S. cities such as New York and Washington D.C.

How many tours does the Society wish to offer a year?

The Society prefers to offer at least two tours based at the [Villa Vergiliana](#): A Study Center in Southern Italy operated by the Vergilian Society. In addition we would like 1-2 tours away from the Villa Vergiliana. The Chair of the VMC keeps a record of how recently certain tours were offered to ensure a good market. We generally only repeat a location, for example Croatia or southern Gaul, in a 4-5 year rotation.

Do tours have to be offered only in the summer?

Not at all! We are also very interested in winter tours. Some directors have successfully proposed winter tours in past years. The Chair of the VMC can

advise on plans for winter tours as well. Those are best scheduled to take advantage of winter breaks in school schedules.

Are my costs covered? What's the honorarium?

1. Each director may receive an expense reimbursement of up to \$300 for pre-planning costs. Tour directors do not have to submit receipts. The reporting of these expenses is on the honor system. Tour directors must, however, report how much they have incurred in expenses.
2. Cost of transportation to and from the airports in USA and abroad is covered.
3. Meals not included in the tour are covered as follows:
 - a. Lunch: \$15 per meal not included in the tour.
 - b. Dinner: \$20 per meal not included in the tour.
4. Incidentals of \$5 per day.
5. Payment to Tour Director/Directors will be based on the number of participants in their program. The following payment schedule will be used for VS run tours which are 11 days or more:
 - a. 9-12 participants: Airfare plus room and board at the Villa (or on-tour: for "meals not included," see #3 above), plus \$2,000 honorarium total (to 1 director, or divided between 2 directors)
 - b. 13-19 participants: Airfare plus room and board at the Villa (or on-tour: for "meals not included," see #3 above), plus \$3,000 honorarium total (to 1 director, or divided between 2 directors)
 - c. 20+ participants: Airfare plus room and board at the Villa (or on-tour: for "meals not included," see #3 above), \$3,500 honorarium total (to 1 director, or divided between 2 directors)
6. Payment to Tour Director/Directors will be based on the number of participants in their program. The following payment schedule will be used for VS run tours which are 10 or fewer days:
 - a. 9-12 participants: Airfare plus room and board at the Villa, plus \$1000 honorarium total
 - b. 13+ participants: Airfare plus room and board at the Villa, plus \$1,500 honorarium total
7. Tours with enrollment under 9 participants must be approved by the Executive Committee. The tour director will be reimbursed for airfare and tour expenses, but they will not receive an honorarium.

Is there support on the ground?

Yes, especially for tours and workshops based at the Villa Vergiliana, which has a full time bilingual director who will help with logistical arrangements (site

passes, permessi, transportation, meals, etc.) on your tour. She can also help with tours and workshops in other parts of Italy.

Do you welcome co-directors? Family members?

Absolutely! Many of our tours and workshops are run by two co-directors. Family members are welcome as well. A spouse or significant other can accompany the director assuming that they share a room for the additional actual cost incurred. So, a spouse does not pay for the full tour, but will be charged for actual expenses such as food and site admissions.

Who does the advertising for the tour?

We all do! The Society advertises tours to our members, to the members of other state, regional, and national Classics organizations, on our website and Facebook pages, and we share membership lists with other Classics organizations and market tours to their members directly. The director is expected to advertise as well to his/her own family, friends, students, alumni, and other networks.

What about offering credit?

That is certainly an option! Directors in the past have offered college credit for their tours. Most have gone through their own institutions to make arrangements as the Society is not a credit-granting institution.

What sorts of programs are you most interested in?

We want to help you to share your passion. Generally, our tours and workshops focus on some aspect of the ancient world. Some are more didactic, aimed at an audience of high school teachers primarily. Ideally one tour or workshop each year will be more didactically focused. Others are for a more general audience of students, teachers, and interested non-professionals. Workshops can also be non-Classical. In the past the Villa Vergiliana has hosted AP Latin, painting, and music workshops, and tours focused on geology, the Renaissance and Baroque period in Italy, and so forth.