



2019 TEACHER / GROUP LEADER TOURS

COST and DETAILS

What is a Teacher/Group Leader Tour?

Our Teacher/Group Leader Tour can be designed as a multi-disciplinary experience that incorporates experiential learning, site visits, lectures, and personal reflections, to enhance student development and global awareness. This is accomplished by engaging students in guided activities and discussions with experienced guides and interactions with locals. We welcome teachers and group leaders with expertise from many fields, and can help you craft an itinerary that caters to the interests of your group. We can design several types of trips, helping you to create a unique experience for every student.

Who can take part in this tour?

Our Teacher/Group Leader Tour is an ideal avenue to engage students, teachers, group leaders, communities, and organizations in meaningful cultural exchange activities. As a teacher or group leader you can select to travel with a pre-designed itinerary crafted by our team, you can work with us to create a unique tour fulfilling your group needs and expectations, or you can share with us your itinerary and let us work the logistics of the program.

We are ready to support you and design an itinerary that fits your group needs. If you have an idea for a tour, please contact us to brainstorm and recruit some students. We welcome participants from all over the U.S. and also international students. Each group will travel with a group leader/s and will work with our staff to supervise and enjoy one of our adventures.

Who can be a Group Leader?

Group Leaders are high school teachers, college professors, staff from zoos, high school coaches, Boy and Girl Scout Troop Leaders, and any other person with an organization who would like to travel with a group of participants. As a group leader, you promote the trip and select trip dates. Group leaders are rewarded with discount travel, free trips, or cash incentives for their commitment to global education and recruiting efforts.

We take care of all details and logistics (airport transfers, transportation, housing, meals, tours, and site visits) to make sure you focus on your academic goals. To support you, we provide experienced staff members who will assist you with every step of the planning process.

Where is the tour taking place?

On the imaginary line that divides the globe into North and South, Ecuador is one of the smallest countries in South America and is nestled in the Andes mountains over 9,000 feet above sea level. Ecuador is one of only 17 countries on earth considered mega-diverse. Ecuador is “home to about 3,300 species of orchids, more than 1,500 species of birds, 350 species of reptiles, 450 species of amphibians, and more than 20,000 vascular plants” This diversity is also reflected on its people, with an ethnically mixed population representing Spanish and indigenous roots.



Quito, our host city, is the capital of Ecuador and the first city in the world named by UNESCO a “world heritage” city in 1978. Other distinctions include the honor of being named "cultural capital" of Latin America, and being described as “the most beautiful big city in South America.” With a population of 2.4 million, Quito offers one of the best preserved colonial centers in the world, combining a rich history with a contemporary metropolitan image. Quito was founded in 1534 and today, it offers an ideal place to offer educational tours

with a rich cultural history, several natural attractions, over 50 institutions of higher education, dozens of museums, theater, concerts, organizations, great food, good transportation, state-of-the-art shopping centers, numerous parks, and a selection of food to please every visitor.

Few cities can offer what Quito offers to participants, and with a weather year-round described as the best weather on the planet, Quito is a destination that National Geographic has named as one of the top 10 places to visit in the world.

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What themes can be explored while in Ecuador?

Our educational tours can be designed as a multi-disciplinary experience that incorporate experiential learning, site visits, lectures, and personal reflections, to enhance student development and global awareness. Our tours are designed for group leaders seeking to engage participants on hands-on educational experiences in the field with an academic focus. We will be happy to help you identify your travel objectives and determine which tour and activities best fit your needs. We make a continuous effort to make sure you learn about Ecuador and focus on your academic goals.

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- ✔ Learn about Quito, the first city in the world named "Cultural Patrimony of Mankind" by UNESCO
- ✔ Learn about the best preserved colonial center in the world
- ✔ Learn about cultural geography and local ethnic groups
- ✔ Explore local architecture and design
- ✔ Study Spanish and improve your language proficiency
- ✔ Learn about diversity in 1 of only 17 mega-diverse countries in the world
- ✔ Learn about Ecuador's culture and its people
- ✔ Explore and learn about the rainforest and bio-diversity
- ✔ Discover new flavors and local food
- ✔ Explore rich ecosystems and learn about protecting this treasure
- ✔ Learn about history, politics, and culture, geography, or relevant current issues
- ✔ Observe and learn about local healthcare practices and the local health system
- ✔ Design a photography course
- ✔ Learn about gender and social justice
- ✔ Learn about Latin American politics
- ✔ Learn about Ecuador educational policies

What kind of activities can be organized?

When designing a program, you can do so based on the location, a particular subject, an academic theme, or design an itinerary based on a course you already teach (i.e., history, geography, globalization, international relations, culture and society, education, development). Depending on the theme of the program, our staff will work with you to craft educational, recreational, or cultural site visits, incorporating lectures and/or exploration. Below, we have highlighted for you some potential destinations and/or activities:

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Volcano Observation; Hot Springs; Hiking the Andes, Waterfalls, Quito Zoo, Hiking in the Jungle.

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Visit Government Institutions, Learn About Current Policies

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Culinary Tour; Hear from Local Speakers; Visit local NGOs; Visit Local Universities, Explore the Local Fruit Market ; Meet Local People; Tour Local Business

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Visit Colonial Cathedrals; Museums; Study Colonial Art; Music, Handcraft Market.

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Visit local sites; learn about community tourism, learn about conservation and preservation

What type of support do you offer to group leaders and participants?

One of the biggest advantages of partnering with My Ecuador Trip is that we take away all the stress related to planning an educational tour by taking care of the logistic on the host country. Once on-site, each group leader will closely collaborate with our Resident Director. Our Resident Directors are part of our team, they are locals, and have extensive experience with our host city and country. Our Resident Directors coordinate facilities, academic visits, they can help facilitate program orientation, daily excursions, group meals, cultural activities, and much more.

In essence, our resident directors will assist students and faculty with all aspects of their experience abroad.



- ✔ Pre-Departure Orientation Information
- ✔ On-Site orientation and City Tour
- ✔ Airport Transfers in Quito
- ✔ Accommodations
- ✔ Guided Tours with Program Leader
- ✔ Support from Local Resident Director
- ✔ Entrance Fee for Local Tourist Attractions
- ✔ Group Meals (Delicious Ecuadorian Food)
- ✔ Reserve Classroom Space
- ✔ Free Wireless Internet
- ✔ 24/7 Local Support for Faculty and Students
- ✔ Cultural Experiences
- ✔ Academic Visits (Visits to local business, companies, historical sites, organizations)
- ✔ Arrange guest lecturers
- ✔ Student and Faculty Program Evaluation

Do you have a sample itinerary?

We will be happy to help you design an itinerary for your group that incorporates activities that best fits your needs. As previously stated, when designing a tour, you can choose a tour based on the location, a particular subject, a historical theme, or travel as part of a course you already teach (i.e., history, globalization, culture and society, education, development). To give you an idea of what type of activities can be included in the Teacher/Group Leader tour, please refer to our tentative itineraries included on the website.

Do I need to know Spanish to organize a program?

Not necessarily. While Spanish proficiency can come in handy, it is not imperative for you to speak or even be familiar with the language. That is why we have an on-site Resident Director fluent in both English/Spanish to help you facilitate your program abroad.

GETTING STARTED

How do I sign up as a group leader?

Each group leader must complete the group Leader application. Please contact us directly at info@myecuadortrip.com

We will arrange a time to speak with you to discuss your proposal, brainstorm potential study abroad ideas, set potential dates, and offer you an overview of our services. A member of our team with experience developing educational tours will help you during every step providing recruiting advice, explaining all trip logistics, and answering all your questions.

1. Decide a theme for your tour
2. Think about how and when you would like to offer the tour
3. Talk to your school or organization supervisors
4. Contact My Ecuador Trip info@myecuadortrip.com
5. Each group leader must complete the group Leader application.

How soon can I obtain a proposal from My Ecuador Trip to create a tour?

Typically, we require 2-3 weeks to submit a complete proposal for your program. In this time, we will work with you to create a budget based on your program specifications.

What is the typical timeline to create a study tour?

While this can vary from institution to institution, from past experience, it can take anywhere from 8 months to 1 year prior the established departure date. This is where you as a group leader will play a key role collaborating and communicating with us. We encourage group leaders to be proactive, to connect with key people in your organization, and to understand that we are here to support you during this process. Below, we have included a typical timeline for customized and faculty-led programs.

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- Talk to your organization and supervisors
- Decide if you would like to incorporate an academic focus
- Contact My Ecuador Trip to craft a program proposal and budget based on your academic goals

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- Develop course and syllabus
- My Ecuador Trip determines a program fee
- Minimum number of students determined (based on program / minimum 8 students)
- Student applications deadline are set
- Group Leader Agreement is signed with My Ecuador Trip

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- Discuss and Develop marketing materials
- Work on recruiting strategies: Connect with students through classroom announcements, study abroad fairs, presentations, flyers, list-serves.
- Students apply to the program

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- Program enrollment is monitored to assure student enrollment goals are met. If enrollment is met, My Ecuador Trip will confirm logistics including housing and transportation.
- Site visits, itinerary, and other logistics are finalized
- Students and group leader arrange airfare. My Ecuador Trip will provide guidelines for arrival and departure

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- Optional: The group leader arrives to Ecuador. Meet with Resident Director to make final preparations. Group leaders can also with the group.

What are the tour dates?

As a group leader you will select the program dates with help from My Ecuador Trip. You can organize a program anytime during the year. Please contact us to discuss the best available times. After this initial meeting, we will closely collaborate to understand and meet the policies and guidelines of your organization and design a successful program. Once we have agreed upon the program content (itinerary and focus), dates and trip cost, we can assist you with materials to recruit and reach students at your institution.

The best times to design a short-term study abroad program include:

- Winter Break Term (January-Term)
- May Term (Late April-May)
- Spring Break
- Summer Term (June, July, August)

What are my responsibilities as a group leader?

Group leaders play an important role designing the course, communicating with parents and students, promoting the program, actively recruiting students, connecting with your personal network to promote the program, communicating with participants in a timely manner, and in specific cases their guardians. In Ecuador, you will teach a class if applicable, take the role of a chaperone, and will help to maintain order. You will need to make sure participants are on time, follow trip rules and are not engaged in unsafe activities. Our staff will facilitate this process, but you play a critical role because of your connection to the students. Participants that cannot follow the rules or that pose a threat to the safety of the group will be sent home at their expense

What is my commitment as a group leader?

Your commitment after completing a Group Leader application form is to recruit participants and serve as the main point of contact to participants and to My Ecuador Trip.. Once you have secured 8 participants you will collect the \$400 initial deposit (Check: Made to My Ecuador Trip) to reserve a spot for each student. You are not committed to doing the trip until you send this initial deposit.

After careful planning with your department, you should be in a great place offering an educational tour that generates interest in your institution. The success of your program also depends on you actively engaging to promote and recruit students. Some strategies to make this happen include:

- 'Make announcements in your class and other relevant classes about your program
- 'Post information to student and/or teacher listserv
- 'Talk to other school or community organizations
- 'Participate in events organized by your school
- 'Develop marketing materials strategies
- 'Post flyers
- 'Send information directly to program participants, guardians, or interested parties.

What do I pay as a group leader?

As a group leader, you play a key role recruiting students and later on serving as a group leader during the tour. For this service, as a group leader, you can receive trip discounts, a free trip, or additional benefits such as bringing a guest / co-chaperone at a discounted cost. This is our THANK YOU for promoting global education and helping to recruit students. Please contact us directly for specific details and rates.

Can I partner with a colleague from another school or organization to recruit students?

We encourage that you partner with a colleague at your school, organization, or in the community to recruit students. Both of you can work together, and enjoy the benefits of serving as a group leader.

As a group leader, can I bring a co-chaperone/guest?

We offer great incentives to recruit students. One of them is that you might bring one "guest" for a discounted tour fee or free* This guest does not count towards the minimum of 8 recruited students needed for each trip. You must contact us to check for space availability and to obtain permission to bring a guest. Your guest must not be below the age group of participants. Guests are not required to be teachers or professors. If you decide to partner with a colleague to recruit students, please let us know in advance.

*Details about payment and discounts will be discussed with each group leader

Is there a minimum number of students needed to run a tour?

It is recommended to have a minimum of 8 students.

What is the estimated total budget for this tour?

Item	Price
Tour Fee	\$4,222
Roundtrip Airfare (Calculated from ATLANTA or MIAMI)	\$700
Extra Spending Cash	\$150
Medical and Travel Insurance	\$50
Total	\$5,172

Tour Fee based on double accommodations with shared bathroom.

- Single rooms have access to one shared full bathroom.
- Each double room has a private bathroom
- Past participants report spending between \$100 - 150 (i.e., souvenirs, additional food and beverages, tips, miscellaneous).
- Larger groups (over 10 participants) will be booked in double or triple room accommodations

What is included in the price?

- ✔ Pre-Departure Orientation
- ✔ Fully furnished apartment accommodations
- ✔ Private Guided Daily Tours (English)
- ✔ Airport Transfers in Quito
- ✔ Entrance Fee for Local Tourist Attractions Included in Itinerary
- ✔ Meals (As Indicated in Itinerary - Delicious Ecuadorian Food)
- ✔ Bottled Water for Full Trip
- ✔ Free Wireless Internet
- ✔ 24/7 Local Support
- ✔ Unique/Authentic Tours



What is not included in the tour price?

- ✘ International Airfare
- ✘ Additional Snacks and Meals not Included in Itinerary
- ✘ Additional Transportation Services not Included in Itinerary
- ✘ Souvenirs and Miscellaneous
- ✘ Tipping and Gratuities
- ✘ Beverages and Alcoholic Drinks
- ✘ Travel and Medical Emergency Insurance (Price Range: \$30-70)



How about my airfare?

Airfare is not included on the price of this tour. Because our participants come from many different places, you will book your ticket on your own from the location is most convenient to you! Most participants will flight directly to Quito from MIAMI after their first connection (Quito is only a 3.5 hour flight from Miami). Participants will receive detailed flight information and arrival/departure time for guidance when booking this ticket. All participants must arrived and depart at indicated times.

Payment Schedule

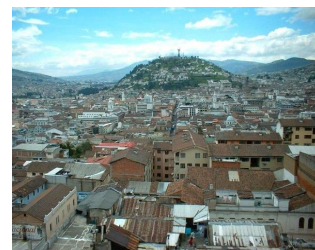
The payment schedule below allows participants to pay in several installments. Each tour runs with a minimum of 8 participants. DO NOT purchase a plane ticket if you have not reserved a spot and/or received confirmation in writing from us. Installments will be recalculated for participants that book the tour past the first payment due date. You may also pay the full amount at once. Students sign up for the tour by submitting the \$400 (applied towards the final payment) deposit with the program application to you. (If the participant is not accepted to the program, the deposit will be returned to the participant). You can recruit participants at any time, as long as all deposits and payments are received prior the last payment date.



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\$400 (due w/ application)	October 1	March 1	May 1
\$800	November 1	April 1	June 1
\$800	December 1	May 1	July 1
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How do students reserve a spot?

Students reserve a spot by submitting the \$400 initial deposit and application to you. Once you have at least 5 participants, you can commit to do the trip by submitting the deposits to us. Students must submit application electronically to group leaders when submitting this deposit. During this process, we will be communicating frequently. If you do not have 5 students, there are ways to still reserve spots for your students, but this will not offer full benefits to you (e.g., discounts, free trip for tour leader).



Can students invite friends or family members from other states to join them?

These trips are designed for high school students and college students. We welcome participants from all over the U.S. and also international students. You as the group leader/s will serve as a group chaperone and will work with our staff to supervise and enjoy one of our adventures. All groups will travel with group leaders.

GENERAL DESCRIPTION

How about our airfare?

As with several study abroad programs, it is likely that each student will have to purchase airfare on their own, or the study abroad office at your institution will manage this process. To arrive to Quito, most participants will flight directly to Quito from HOUSTON, MIAMI or ATLANTA after their first connection (Quito is only a 3.5 hour flight from Miami). We will help faculty and students coordinate the best flight times possible and arrange airport transfer transportation.

When can I arrive? Or Depart?

Some group leaders arrive before their program start date, and/or stay after their program's departure date in order to travel, experience the culture, or to get set up for academics. We can assist you with this process. Please note that additional charges could be added for specific support services (residence, meals, transportation, etc.)

When should students arrive? or Depart?

Our programs include airport pick-up and drop-off at the designated airport on the program arrival and departure dates. Early arrivals and late departures are permitted, but on those cases, each student is responsible for their own lodging and transportation to and from the airport. We can coordinate that arrangement with prior request.

Prior program departure, My Ecuador Trip provides the group leader and students with specific detail on how to book flights, information on when to arrive and depart (window of times), and airport pick-up and drop-off information. Our resident director will welcome students for pick-up at the airport.

What can we expect from our accommodations?

My Ecuador Trip provides each group with two options for accommodations. One option offers access to a property reserved exclusively for program participants. The property can welcome small groups (10 -12 participants) plus faculty-leader. This is our standard accommodations. The property consists of modern apartments (guest houses) that have been carefully decorated and offer fully furnished amenities such as a living room, dining room, and kitchen, to help you relax and enjoy your visit. We believe it is essential to provide not only comfort and safety, but also a special insight to the local culture. We offer intimate properties for our participants to truly make this visit a unique experience for each visitor. Each property has a staff from My Ecuador Trip ready to assist all visitors. Double-room accommodations are standard for student participants. Single room accommodations can be provided for faculty members or for special requests.

We also provide hotel accommodations for larger groups. This accommodations can range between 3-5 stars depending on group requests and budget allocated. we have worked with a number of properties in the past and look forward to select a property that will suit your travel needs.

How about our transportation?

Safety and reliability are our priority when traveling across Ecuador. Each trip enjoys a professional driver and a vehicle (e.g., van or small motor coach) that will only serve the group for the duration of their stay. This vehicle stays with us at all times, which provides maximum flexibility in our schedule, and allows us to make changes and adapt to local conditions if necessary. This is the kind of support and service we are committed to. In some occasions, the tour incorporates the use of public transportation or other methods of transportation. In this case, participants will receive this information during orientation and it will be described in the itinerary.

How about our meals?

Coming to Ecuador is the perfect opportunity to experience the vast array of wonderful food that is available in this country. My Ecuador Trip can take care of the planning process for all meals during the program. With our local expertise, we can offer you an authentic food experience, sampling local flavors, enjoying places where you will come face to face with locals, sharing traditions, or enjoying a meal at the place of residence. To build rapport amongst participants, we encourage faculty and students to eat together.

Do you have additional questions?

Please contact us if you have any additional questions or would like to discuss tour details.

What is the degree of physical demand for the activities organized?

Gzewt ukpu'čpf 'Vqwt u0Our tours involve moderate hikes in the city, rainforests, plains, and national parks. Our tour involves getting out of vehicles, walking on uneven terrain, and in some cases hiking in places with high elevation and some humidity. Our tours are suited for anyone who can walk up to 2-5 km (1.5 - 3 miles) per day. Some days there will be no walking and other days walking time may exceed 1-2 hours (broken up into shorter blocks). In the past, we have welcomed participants with different medical conditions. Please send us an email if you would like to find out more information about the level of activity and accommodation for each tour.



Do you have additional questions?

Please contact us if you have any additional questions or would like to discuss tour details.

TRIP PREPARATION DETAILS

Do you need medical / travel insurance to participate in this tour?

All participants must secure medical travel insurance coverage PRIOR the trip. This insurance should cover you for the entire duration of the trip. While many participants may already be covered by a medical insurance policy, your policy for this tour must include travel, medical, emergency repatriation, overseas

coverage, and travel/trip cancellation (For additional details and a description of risks, please refer to our liability contract).

All participants must present **rtqqh'qhlpuwt cpeg** in writing to My Ecuador Trip prior departure (i.e., copy of online receipt/policy with your name). My Ecuador Trip does not endorse the following travel insurance providers but includes their contact information for your reference

iNext card: <http://www.inext.com/plans/supplemental/basic.aspx>

CMI Insurance Worldwide: <https://www.cmi-insurance.com/default.aspx>

STA Travel Insurance: <http://www.statravel.com/international-travel-insurance.htm>

Insurance Purchased Through Orbitz when you book your ticket

Health Considerations

Each participant should consult a doctor for up-to-date medical travel information before departure. We highly recommend that you carry with you all personal medications needed (e.g., headache tablets, antibiotics, etc). When booking this tour, please carefully read about the physical demands of the itinerary. Please note that Quito is a city in the Andes mountains with high altitude (medically defined as anything over 8,000 feet). We have not have any issues in the past, but because everyone reacts to altitude differently, and only you know your health and fitness level, please consult with your physician prior the trip.



Do you need vaccinations prior traveling to Ecuador?

All our programs take place in locations where no vaccinations are needed. These areas have no risk of malaria or yellow fever.

Do you need a visa to visit Ecuador?

At the present time, U.S. citizens do not need a visa to travel to Ecuador for a period shorter than 90 days. If you are **pqv't'WU0elsk gp**, you must check with your own government agency and/or the consulates of all countries visited for entry and visa requirements for your nationality.

Should you bring cash to Ecuador?

Yes. Each trip details an estimated amount of cash participants will need to bring to cover additional expenses (i.e., souvenirs, alcoholic drinks, tips, miscellaneous). However, because every participant is different spending money requirements will vary. Please consider your own spending habits. In addition, it is always a good idea to have **gzvtc'bcuj lgo gti gpe{ 'hwpf** in case you find the souvenir of your dreams or need to make an unexpected purchase.

Ecuador's official currency since 2001 is the U.S. dollar. If you bring cash, please bring smaller bills (locals do not accept \$50 or \$100 dollar bills and rarely accept \$20s). We highly discourage bringing traveler checks.

Credit Cards: ATMs are available. However, you need to check with your bank before leaving to ensure that your card works internationally. Also, we recommend that withdrawing cash from an ATM will be for emergency purposes only, considering that our itinerary might take us to places where ATMs are not available.

What should I pack?

Every participant will receive detailed packing information prior departure. We will be happy to answer any additional question.

What is your cancellation policy?

Participant Cancellation:

Cancellation Policy: Refunds will be given for cancellations received in writing 60 days before the trip date less a \$400 processing fee. If you decide to cancel your participation in the tour 60 to 30 days before for any reason, we will refund 50% of your total payments (not including \$400 processing fee). Cancellations under 30 days before the trip dates will not be entitled to any refunds. No partial refunds are given for unused meals, hotel rooms, airport transfers, or other program activities, for any reason whatsoever. All requests for cancellation and refunds must be in writing to myecuadortrip2010@gmail.com.

Only cancellations under 30 days are eligible for credit for a future tour (travel, study, or volunteer tour) minus the \$400 application fee and any other expenses incurred by My Ecuador Trip. If credit is used, this tour must be booked within one year after the original tour date. No refunds will be given if the tour is not booked within that time frame. My Ecuador Trip will have no further liability with the participant.

Tour Cancellation:

The tour may be cancelled or postponed due to unforeseen circumstances by My Ecuador Trip. In this case My Ecuador Trip will refund all tour fees and has no further liability to the participant. My Ecuador Trip will not be responsible for additional costs, charges, or expenses, including cancellation/change charges assessed by airlines, travel insurance, and/or travel agencies. Please note that under no circumstances My Ecuador Trip is responsible for any flight cancellation or flight change charges incurred. My Ecuador Trip is not responsible for weather or travel-related problems and will not reimburse registration fees for these issues. We would like to mention that we have never cancelled a trip.

Travel Warning Cancellation

In case of an act of war, terrorism, or the threat of an act of terrorism. Participants will receive a full refund (less the \$400 processing fee that will be applied for a future trip) should all of the following conditions be met: (a) a terrorist act, or threats of terrorist acts occur(s), which is directed against U.S. interests on U.S. soil or in U.S. airspace or directed against U.S. interests in any other country or in international airspace; and (b) as a result of these events, a formal Travel Warning is issued by the U.S. Department of State, stating that Americans should not travel to Ecuador and any other country or countries that are included in the participant's tour itinerary; and (c) the formal Travel Warning by the U.S. Department of State is issued within 30 days of the participant's departure.

Itinerary Disclaimer

Each participant will receive a detailed itinerary closer to the trip's dates. Each participant will also receive a detailed list of how to prepare, packing, and other pertinent information. While it is our intention to adhere to itinerary described for each tour, there is a certain amount of flexibility built into each itinerary and My Ecuador Trip deserves the right to make alterations when necessary and at the discretion of My Ecuador Trip staff. Travel can be unpredictable, and the itinerary is a general guide to the tour and region. In addition any mention of specific destinations or wildlife is by no means a guarantee that they will be visited or encountered and travel times will be changed according to local circumstances.



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