

STEP 11: TRAVEL LOGISTICS - IN-COUNTRY DEBRIEF

Arranging End of Trip Debriefing time for your Team

All teams must include in-country debriefing as part of their OneLink project. This is generally a few days at the end of the summer for the team to rest, reflect, and process together before leaving the country and is an important step in the debriefing process. Please work together with your Overseas Partner to ensure this time is prioritized.

Points to Consider while Planning:

- **Begin by discussing this with your Overseas Partner.** If end of project debriefing occurs in the same city where your students are serving, frequently the overseas partner will make these arrangements for you. You should discuss these arrangements with your overseas partner, to make sure they are not forgotten. Include overseas partners and team leaders as plans are finalized.
- Consider that your students will be saying goodbye to all of their friends and a clear end time is important and helpful for this, to ensure the debrief time is not interrupted. Leaving the city is an easy break. Another option would just be setting a few clear dates, and maybe a different location, for the end of trip debriefing.
- If debriefing will occur in another city, answer these questions:
 - Is the field worker or someone else going with them? This is not necessary, but can be helpful for the team if that person is able to help with some of their debriefings. If this happens, though, there should also be some time set aside for the team to debrief together without the overseas partner. If the overseas partner goes with them, who will cover additional expenses?
 - How long will the team be in the debriefing city?
 - Where will they stay and how will they get around?
 - Will you use a travel agent for these arrangements? Contact OneLink if you would like information on a travel agent, or you can ask the overseas partner who they would recommend.
 - What will the team's budget be for transportation, any sightseeing, food, etc.?
 - How will they get from the train station or airport to their destination when they arrive in their debriefing city?
 - How will they get from their hotel to the airport when they leave for the US?
- Your team leader should print and take with them the OneLink Debriefing Guide and a copy for each team member of the OneLink Debriefing Questions. There may not be an opportunity to print this material overseas easily.