CEPA Scope of Work

“Business in Italy”
Italy
March 4 - 11, 2023 (7 days)

Customized for:

Dr. Tope Bello, Professor of Management
College of Business
East Carolina University, USA
Now discover what we have planned for you:

Day 1    Saturday, March 4
- Depart for Milan, Italy

Day 2    Sunday, March 5  Milan
- Arrive at Milan Malpensa Airport (MXP)
- Transportation by private bus from the airport to your hotel
- 6 nights in twin rooms with private bathrooms incl. breakfast at the 3-star B&B Hotel Milano Sant’Ambrogio
- Orientation session by your on-site coordinator at the hotel
- Public transportation pass for the duration of your entire stay in Milan
- Guided walking tour of Milan (max. 1.5 hour) to see the most important cultural and historical sites such as the Cathedral (Duomo), the mall “Galleria Vittorio Emanuele II”, and the opera house “Teatro alla Scala”. The admission to the Duomo and its terraces is also included to enjoy the stunning view on the city
- Welcome dinner at a restaurant in Milan to kick off the program (can be planned alternatively on Day 3, depending on your preference)

Day 3    Monday, March 6  Milan
- Breakfast at the hotel
- Public transportation during the day
- Food related visit: e.g. visit the Galleria Campari, a vibrant, multimedia and interactive venue, which traces the history of Campari from 1860 until today. During your visit you will first get a tour of the gallery followed by a corporate presentation by the corporate communication team of Campari.
- Guided tour of “La Scala”, one of the most famous opera houses in the world. It is in Italy, where opera started at the beginning of the 17th century. The opera house opened in 1778 and the first opera performed was Salieri’s “Europa riconosciuta”

Day 4    Tuesday, March 7  Bologna region
- Breakfast at the hotel
- Transportation by private bus during the day
- Automobile related visit e.g. to Ferrari in Marinello, Ducati in Bologna or Lamborghini in Sant’Agata Bolognese to learn about the importance of the automobile industry for Italy
- Free time in Bologna or Modena depending on the location of the automobile visit
Day 5       Wednesday, March 8       Lake Como region
• Breakfast at the hotel
• Transportation by private bus during the day
• **Fashion related visit** e.g. visit to the weaving factory, atelier and printing facilities of Mantero. Founded in Como, in 1902, by Riccardo Mantero, the company has been a family business since its inception. Today, it is a modern, integrated company, which prides itself on a solid managerial structure- an undisputed leader in the creation, production and distribution of textiles for men and women.
• Free time in Como to explore city and lakeside
• Visit to the **winery** Azienda Agricola Sorsasso in Domaso for a wine tasting and to learn about the history of their local products (introduction on how to properly taste wine preferred) and enjoy a **group dinner** to taste the local products

Day 6       Thursday, March 9       Milan
• Breakfast at the hotel
• Public transportation during the day
• Free day to explore Milan or to travel to Verona, Turin, or Venice on your own

Day 7       Friday, March 10       Milan
• Breakfast at the hotel
• Public transportation during the day
• **Fashion related visit** e.g. guided tour of the **Fondazione Prada**, an institution dedicated to contemporary art and culture. Learn about the institution’s venue as well as artworks from the Prada Collection, which are presented in a series of thematic exhibitions. Alternatively: Visit **Armani/Silos** to explore the digital archives of this fashion art museum dedicated to Armani style at your own pace. The exhibition space was opened in 2015 and is a living, open-to-the-public space illustrating Giorgio Armani’s professional experience.
• Use your last afternoon in Milan final discussions and reflection
• **Farewell dinner** at a restaurant in Milan to wrap up the program

Day 8       Saturday, March 11       Milan
• Breakfast at the hotel
• Transportation by private bus from the hotel to the airport
• Departure from Milan Malpensa Airport (MXP) to the USA (airfare not included)
What’s included?

**Academic and Professional Experiences**

CEPA arranges for highly qualified academics and professionals to teach specialized courses or provide guest lectures. Guided visits and meetings at EU institutions, NGOs, organizations, national and multi-national corporations are carefully selected to match the focus of your course and meet your individual program goals.

- Visits, guest lectures and meetings are representative and will be subject to the companies’ availability and guest speakers’ schedules and might be replaced with equally valuable substitutions in case a cancellation by a company/institution or guest speaker occurs. The visits will be requested and reserved after the program is confirmed. If it is not possible to find a suitable replacement due to time and availability, or if a cancellation occurs after the program has begun, CEPA will replace the cancelled activity with a cultural visit which CEPA deems suitable for the program.

**Cultural Experiences**

The study abroad specialists at CEPA provide expert knowledge and personal experience to design original and authentic cultural experiences based on your needs. The itinerary may include: entrance tickets only (to explore the site at your own leisure), entrance tickets and audio-guides (to explore the site at your own pace with information through an audio-system) or entrance tickets and a guided tour (to explore the site with a professional guide).

- Admission/entrance tickets and group reservations are arranged for cultural visits (unless otherwise noted), including those visits where audio-guides or guided tours are described in the itinerary
- Local guides will be arranged to provide guided tours conducted in English as listed in the itinerary
- Guides at museums and sites will be arranged to provide tours exclusively for your group as listed in the itinerary (unless otherwise noted)
- Private guided tours cover sites and/or specific topics (depending on availability) as listed in the itinerary to complement your course
- Audio-guides (available in English) will be arranged at museums and sites as listed in the itinerary

**On-site Coordinator**

Your CEPA on-site Coordinator will be arranged individually for your group, whether it is for one day or the entire program. Their role is to chaperon and be the liaison between the faculty leader, the service providers, and CEPA. Like a tour escort, the CEPA on-site coordinator will also take care of logistical details and/or issues on-site so that faculty leaders can focus on teaching. They are not licensed tour guides.

- Arrival day orientation by on-site coordinator including health and safety information
- On-site coordinator to accompany your group during all planned visits and excursions while in Milan

CEPA Customized Educational Programs Abroad GmbH
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Phone: +49 7142 95 65 11

Find out more about CEPA’s Climate Action Plan and visit: [https://www.cepa-foundation.org/sustainable](https://www.cepa-foundation.org/sustainable)
Accommodation

CEPA carefully selects accommodation based on reputation, location, surroundings, and accessibility, while keeping in mind the best price-quality ratio: single room(s) for faculty member(s), twin rooms for participants, private bathrooms and free wi-fi access unless otherwise noted. Local city taxes are included in the quote. Orientation and city maps will be provided for cities with an overnight stay.

<table>
<thead>
<tr>
<th>City</th>
<th>Nights</th>
<th>Category</th>
<th>Description</th>
<th>Website</th>
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Provisional hotel reservations have been made for the group based on a maximum of 20 students. Further participants can be added depending on availability. Please keep CEPA informed about your anticipated group size.

Meals

To understand a culture is to taste its food, therefore meals are an important part to the experience abroad. Details about dietary restrictions should be communicated prior to departure to CEPA to accommodate any special requests during group meals. Tap water is included with all group meals. The costs for additional beverages are the responsibility of each participant.

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<thead>
<tr>
<th>City</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Other</th>
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<tbody>
<tr>
<td>Milan</td>
<td>✓</td>
<td>-</td>
<td>2</td>
<td>-</td>
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<tr>
<td>Lake Como region</td>
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Ground Transportation

CEPA will arrange the most affordable, efficient, safe and convenient transportation for your group. Private coach busses have proven to be optimal vehicles for group travel. However, in certain European cities or for certain transfers, it will be more feasible and affordable to use public transportation or other modes of transportation.

- Transportation from and to the airport with a private bus will be chartered exclusively for your group. One group pick-up will be arranged on the official arrival and departure days dependent upon different flight schedules.
- Private coach bus will be chartered exclusively for your group where stated in the itinerary
- Public transportation passes will be arranged for your stay in Milan.

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Classroom or Meeting Space

CEPA generally uses meeting and conference rooms for classroom lectures, instructional meetings, and student presentations. Upon request and availability, facilities can also be arranged at local universities. If requested, time for informal meetings, e.g. at lobbies, cafés or parks has been included in the itinerary.

Health and Safety

The safety and well-being of every program participant is of utmost importance at CEPA. There are many types of situations which can happen unexpectedly which require assistance or advice. Should an issue arise during a program, our on-site coordinators and staff will help provide quick support to find medical care or navigate security concerns. Our head office in Germany constantly monitors European news channels and is quick to inform our university partners and parents of health or emergency situations:

https://www.cepa-abroad.org/faculty-led-programs/health-safety/

- Pre-departure guidance on safety measures while abroad
- General advice on Covid-19 preparedness
- Support and advice during emergency situations
- The CEPA Crisis Management Plan is available upon request
- CEPA holds third-party liability insurance for personal damages (up to € 10 million)
- CEPA reserves the right to make additions, deletions, and changes to the program that are directly related to the well-being of the group or changes in circumstances after consulting with key decision makers at the university/college. CEPA will notify its university partner of any proposed alterations to the program before confirming.
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<tr>
<th>Virtual/Hybrid Options</th>
<th>Total price</th>
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<tr>
<td>Expert presentation(s) / Pre-departure live session(s) / Wrap-up session</td>
<td>Upon request</td>
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<tr>
<th>Optional Add-on</th>
<th>Donation per participant</th>
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<tr>
<td><strong>Carbon Footprint - Reduce the environmental impact of your program</strong></td>
<td>$ 10</td>
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Confidentiality notice: Successful, long-term partnerships are built on trust. We trust that this custom designed Scope of Work and quote will remain confidential and that the proprietary information and intellectual property contained in this Scope of Work will not be disclosed to a third party without prior written consent from CEPA. This requirement is subject to the limitations of the governing law.

Participants with disabilities: Every country and culture have different perceptions, attitudes, and accessibility available to accommodate disabilities and may vary greatly from what is familiar back home. As soon as a participant discloses a disability or special need, please contact your CEPA Program Manager well in advance to discuss if, how, and/or which program modifications are within the capability of CEPA to arrange. Additional costs required to adapt program services will be covered by the university/college.

Virtual/Hybrid Options

Expert presentation(s)
- Live or pre-recorded expert presentation(s) to integrate in your course prior to the study abroad experience to enhance students’ learning outcomes on-site

Pre-departure live session(s)
- Pre-departure live session(s) with a Cultural Ambassador or your On-Site Coordinator(s) to get an introduction on culture, history, economy, geography and climate, as well as people and traditions of the country/countries you will visit

Wrap-up session
- Wrap-up session with your CEPA Program Manager after your return to discuss your visits/tours/experiences, reflect what you have learned and provide direct feedback
Not included

- Hotel charges for personal consumption, such as minibar, laundry, and phone calls
- Meals and beverages other than those listed above
- Personal or other miscellaneous expenses
- Individual or group airfare

CEPA has partnered with StudentUniverse, which specializes in academic travel booking services for students and faculty. Therefore, CEPA can offer special group airfare rates as well as individual flights for your program. For more information, please contact your CEPA Program Manager and refer to: https://www.cepa-abroad.org/faculty-led-programs/flight-arrangements/

- Passport or visa expenses/requirements must be checked well in advance, especially for non-U.S. or Canadian citizens. Each participant is responsible to obtain any required travel documentation such as visas and passports, which must be valid and effective for all countries of travel. Upon request, CEPA can issue confirmations e.g. “Tour Operator Information for the Application of Schengen Visa”.