Every CSULB sponsored trip should require participant attendance at one orientation meeting (minimum) where the following information should be covered:

- Discuss requirements for any out-of-country visas, immunizations, etc.
- Discuss travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.
- Review background information pertaining to upcoming cultural differences that a student may experience while visiting foreign countries.
- Obtain waivers and health forms. Participants should complete a Release of Liability and Promise not to Sue and a Medical Disclosure and Assumption of Risk questionnaire (explaining any special medical conditions or needs that the trip leader should be aware of prior to the trip departure date).
- Remind participants to carry sufficient personal medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip.
- Review emergency preparedness processes and the crisis response plan.
- Provide current health and safety information to participants (i.e. prophylactic precautions, viral infections carried by insects and how to protect themselves against known infectious disease breakouts.
  - Check with the World Health Organization). Provide information about emergency medical assistance, emergency evacuation, and repatriation procedures. Review options for medical insurance coverage for foreign travel.
- Identify health and safety products or services that may not be available at overseas locations.
- Communicate codes of conduct for staff and students, addressing such issues as fraternizing, consuming alcohol, controlling activities, and conduct during "free time". Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation. Participants must complete and sign the Behavior and Code of Conduct form.
- Review International Programs Policies and Procedures.