Information Sessions
October 3 and 4, 2011
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# PM GLOBE

## Tentative Program Dates/Deadlines 2011-2012

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<th>Month</th>
<th>General Academic Timeline</th>
<th>Pre-Travel Timeline</th>
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| **October 2011** | Site Information Sessions  
Rank Sites                          | *Submit copy of passport and copy of visa or residency card (if applicable)  
DOCUMENTS CAN ALSO BE SCANNED AND EMAILED TO globe@marshall.usc.edu |
| **November 2011** | Site Assignments Announced  
Bilateral Site Trading Process                        | Submit Release, Travel Authorization, Informed Consent, and Medical Authorization forms,  
**Deadline for all forms: November 1.** |
| **December 2011** | Bilateral Site Trading Ends                                | Roommate selection begins (or request a single room for an additional fee). |
| **January 2012** | Project Selection Begins                                       | Make travel arrangements with the airline for travel after PM GLOBE.  
Contact USC Student Health Center or your own doctor regarding necessary/recommended vaccinations to destinations other than PM GLOBE sites. |
| **February 2012** | Project Teams Announced                                       | Make special requests with Crown Travel (i.e. single room, special meal, etc.). |
| **March 2012** | PM GLOBE Trip  
Depart March 8/6 (depending on location)  
Return March 18                     | Submit copy of visa for PM GLOBE site (if required). |
| **April 2012** | Projects Due  
Final Presentations-April 14                             |
IMPORTANT DATES

Your attendance is required!

Country Conference
Saturday, February 4 and
Saturday, February 25

PM GLOBE Trip
March 8/9-March 18

Final Presentation
Saturday, April 14
PM GLOBE 2012
Program Fee

São Paulo  
Shanghai  
Singapore/Bangkok  
Osaka/Tokyo  
Seoul/Beijing

$3400

What’s Included

1) Roundtrip airfare (LAX to your PM GLOBE sites)

2) Airport transfers (A transportation company will meet us at the airport with an English speaking guide and provide adequate transportation for our group and luggage.)

3) Hotel accommodations (double occupancy in a Western-style hotel with business center facilities in a central location within the city)

4) Breakfast daily in the hotel (with a range of choices that permits flexibility for our schedule)

5) Lunch (Monday through Friday) in a strategic location to avoid excessive travel

6) Ground transportation (Monday through Friday) with a reliable company that provides an English speaking guide

7) Program development fee for in-country partners

8) Gifts for company representatives.

In addition to these tangible services that we’ve purchased, the intangibles are:

- the reliability of the travel agency and subcontractors
- the assurance of 24-hour service and emergency availability.

What’s Not Included

1) Visa fee(s) because they vary by country and citizenship

2) Deviation from group itinerary (e.g., changing return date, returning from a different city, and extension)

**YOUR FEES DO NOT INCLUDE STAFF OR FACULTY TRAVEL COSTS.**
PM GLOBE Process

1. PM GLOBE Information

You are required to submit certain documentation to the Office of Global Programs and Partnerships. This information will assist us in creating a database that will help us determine the type of visa (if any) you’ll need to travel to your assigned country, help us help you in making sure you have the appropriate documentation to reenter the U.S., provide emergency contact information to the administration should you need assistance while you’re abroad, and give you 24 hour access to the ranking process for your site/project/roommate.

The first step is to login to MyMarshall and click on the PRIME/PM GLOBE link. Fill out the required fields (as prompted) and explore the website at your leisure. You must provide the information in the required fields to be able to go on to the next step.


These forms are mandatory for all USC students traveling abroad. These forms are issued by the University and are standard. Please read and return them to the MBA PM Program office or scan and send the signed forms to globe@marshall.usc.edu by 11/1/11.

3. PM GLOBE Site Selection Process

After you attend the information sessions and review the handouts, you must rank your preferences on the PM GLOBE ranking system during the allotted time (access through MyMarshall). This will insure that you will be included in the selection process with the entire group. You will be given at least a week to do this. Use this time to talk to third year students, review the PM GLOBE website, look through our materials, and talk to the PM GLOBE faculty.

You will need to rank all sites to complete the process. You will be able to access the website from anywhere and anytime. You may change your rankings as many times as you wish as long as it is within the allotted time. If we have not received all of the necessary information from you, or if you have not filled in the required fields in the database, you will not be permitted to enter the ranking site.

Once the link for the ranking has been closed, you may not change your preferences. After the deadline, we will announce the assignments in the PM GLOBE ranking system before the winter break. If you wish to trade sites, you may do so by finding someone willing to trade with you. You must then both notify the Office of Global Programs and Partnerships of your intention by the trade deadline. Your trade will be confirmed by email by the Office of Global Programs and Partnerships. No trades are possible after the deadline.

4. Project Ranking Process

After the winter break, we will give you information on the projects for GSBA 582 and ask you to rank your project preferences. You will access the same site through MyMarshall by clicking on the PRIME/PM GLOBE ranking system. You must rank all the projects and complete the process within the allotted time.
PM GLOBE Faculty will determine the assignments based on your preference. We will post project assignments in the PRIME/PM GLOBE ranking system in early February.

Once the link for the ranking has been closed, you may not change your preferences. If you wish to trade, you may do so by finding someone willing to trade with you. Each trade must be bilateral and must be approved by the site faculty. You and your trading partner must both email the site faculty and request the trade. The trade will be confirmed only after the faculty approves it. No trades are possible after the deadline.

5. Roommate Selection

Beginning in December, we will ask you to select a roommate. You must select your roommate preference on the PM GLOBE online system (access through MyMarshall). You will be given a list of individuals who will be traveling with you to the same site. You can select a person, and that person will automatically receive an email advising them of your selection. If that person agrees to room with you, they must go to the website and select you. If that person does not agree to room with you, then no match is made and you both stay on the list. If you do not select a roommate during the allotted time, you will be assigned one.

6. Visas

After you are assigned to your site and the trading period has passed, the Office of Global Programs and Partnerships will notify each student who must apply for a visa to enter his or her assigned country. We will give you an application, detailed instructions, and a deadline. This process varies from country to country and from nationality to nationality. You may apply through our office (in most cases) if you meet the deadline or you may apply on your own. If you apply on your own, you must submit a copy of your visa to the Office of Global Programs.

7. Travel Plans

Our flight arrangements will have you scheduled to depart your assigned country on Sunday, March 18th. If you choose to stay longer in country or to travel elsewhere (after the end of the program), you may do so by communicating directly with the airline, making alternate arrangements, and paying additional charges.
How to rank your PM GLOBE site preferences

1. You must **rank your site preferences** on the PM GLOBE online system. To access this system, login to MyMarshall.

http://mymarshall.usc.edu
2. Click on the PRIME/PM GLOBE Ranking System link under the Academic tab in MyMarshall.

3. You must provide the information in the various fields located in the My Profile folder.
Welcome to Globe

<table>
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<tr>
<th>Passport/Visa Information For Test, Student 1</th>
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<tr>
<td><strong>Passport First Name:</strong></td>
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<td><strong>Passport Last Name:</strong></td>
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**Note:** Information saved here is only for the Globe Application. It does not modify your MyMarshall information.

Good afternoon, Student 1

Welcome to Globe

<table>
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<td>*** First Language:**</td>
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<tr>
<td><strong>Second Language:</strong></td>
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</table>

**Note:** Information saved here is only for the Globe Application. It does not modify your MyMarshall information.
4. After completing the required fields, you will be allowed to access the **Locations** subfolder. Rank your preferences and click submit. You should receive a message that tells you your information has been successfully received. **YOU MAY CHANGE YOUR RANKINGS AS MANY TIMES AS YOU WISH AS LONG AS IT IS WITHIN THE ALLOTTED TIME.**

The assignment is not based on a first come, first served basis.
PM GLOBE FAQS

1. Why is it important for me to submit a copy of my passport?

   We build a database with this information that helps us determine the type of visa you’ll need to travel to your assigned country and make sure you have the appropriate documentation to reenter the U.S. This will also allow you to access the PM GLOBE ranking system to rank your preferences for sites, projects, and roommate.

2. How will I know what to do and when to do it?

   We will communicate with you via the globe@marshall.usc.edu email address. You should also bookmark the website www.marshall.usc.edu/pmglobe.

3. How do I choose a PM GLOBE site?

   Select a site by the value it will add to your education, your resume, and your future career goals.

4. How are people assigned to sites if there are more requests than there are spaces?

   Students will be assigned to sites based on their top preferences (and capacity availability). If a site is oversubscribed, students will be randomly selected for that site; students not selected will be assigned to sites based on their next preference (and site capacity availability).

5. Is there a first come, first served policy in site assignments?

   No. As long as you indicate your site preferences via the PM GLOBE ranking system during the allotted time, you will be in the same pool as everyone else who ranked sites.

6. When will I know where I am going?

   Site assignments will be posted electronically in the PM GLOBE ranking system before the winter break.

7. Once I am assigned to a site, can I switch?

   Yes. You must find someone willing to switch with you, and all trades must be completed before 5 p.m. on the deadline.

8. How will I know if I need a visa for my PM GLOBE country and how do I apply?

   The Office of Global Programs and Partnerships will notify you if you need a visa and supply you with the details on how to apply. In most cases, you can apply through our office without appearing at the consulate yourself.
9. Will I get to list my preferences for projects after I know what city I am going to and will I receive specifics on projects before I select?

Yes. You will receive information on projects and we will ask you to rank your preferences.

10. How are projects assigned?

Once you’ve ranked your project preferences on the website, the site faculty will assign projects.

11. Once I am assigned to a project, can I switch?

Yes. You must find someone willing to switch with you and get approval from the site faculty. All trades must be bilateral and be completed before 5 p.m. on the deadline.

12. How can I select a roommate?

We’ll ask you to go to the PM GLOBE ranking system and access the list of students traveling to the same site. From that list, you can select a person, and the website will automatically send them an email. If they in turn select you, then you are done! If you don’t select a roommate during the allotted time, we will select one for you.

13. Can I request a single room?

In the PM GLOBE ranking system, select the “single” option. If you choose to request a single room, there will be an additional cost, which will vary by location.

14. What does the program fee cover?

The fee covers the following:

1) Roundtrip airfare (LAX to your PM GLOBE sites)

2) Airport transfers (A transportation company will meet the group at the airport with an English speaking guide and provide adequate transportation for the group and luggage.)

3) Hotel accommodations (in a Western-style hotel with business center facilities in a central location within the city)

4) Breakfast daily in the hotel (with a range of choices that permits flexibility for the group’s schedule)

5) Lunch (Monday through Friday) in a strategic location to avoid excessive travel

6) Ground transportation (Monday through Friday) with a reliable company that provides an English speaking guide
7) Program development fee for in-country partners

8) On campus meals and activities related to country conferences and final presentation

In addition to these tangible services that we’ve purchased, the intangibles are:

- the reliability of the travel agency and subcontractors
- the assurance of 24-hour service and emergency availability

There are many details to be considered in addition to the travel:

- providing logistics for over 300 students, faculty, and staff traveling to 6 countries and 9 cities for the PM GLOBE Program
- arranging meals, receptions, business meetings, presentations, and audio/visual equipment
- maintaining a schedule that fits with our hosts’ schedules
- doing business with vendors/companies that can provide the service we need in a reliable and professional manner

YOUR FEE DOES NOT INCLUDE STAFF OR FACULTY TRAVEL COSTS.

15. Can I upgrade from coach to business/first class?

Yes. Fees will vary by airline and will be based on availability.

16. Can I use miles to purchase my roundtrip airfare between LAX and my destination?

No. This is not allowed because the university negotiates a group package, which includes airfare, hotel, ground transportation and some meals. If you choose to use miles for your tickets, you will not be refunded for the ticket cost.

17. Who takes care of the travel arrangements for the trips?

The Office of Global Programs and Partnerships will handle all travel arrangements for each group. You are responsible for transportation to and from LAX. We will take care of your flights, ground transportation in the destination country, daily breakfast, and lunch (Monday-Friday). We will advise you on the visa requirements for each country. In most cases, we will also help you apply for your visa (if required).

18. How should I dress on the trip?

Business attire is most appropriate and expected for meetings and site visits. We also recommend bringing casual clothing for after hour activities.

19. Can my spouse or significant other travel with me?

No. PM GLOBE is an academic class, and the activities are not open to non-registered Marshall students. PM GLOBE is an intensive 24 hour/day experience,
and having spouses and significant others will interfere with this educational process. Spouses and significant others, if they wish to, are encouraged to meet up with PM GLOBE participants on Friday evening. You must confirm the end of official activities with the faculty on your trip.

20. What if I have questions about traveling in general?

The PM GLOBE website (www.marshall.usc.edu/pmglobe) is designed to provide travel tips and other information regarding the trips. Also, you can call the Office of Global Programs and Partnerships at 213 740-1875 or email us at globe@marshall.usc.edu.

21. Can I stay in the country beyond the group return date?

Attending Marshall School classes is very important, and Marshall faculty expect students to return directly after the PM GLOBE trip is completed. However, if you plan to make changes to your return ticket, you may communicate with the airline directly and make alternate arrangements. Changes to your ticket on the return portion will include additional charges that you will need to pay directly to the airline.

22. Can I start the trip early?

No. This is not an option. The negotiated package requires we depart as a group but allows the option of extending the stay.

23. Do I have to sign the travel release, release authorization, informed consent, and medical treatment authorization forms?

Yes. To travel with the program, you must sign these forms. These are standard forms required by the University of all students traveling abroad under the auspices of a USC program.

Specifically, the release authorization form will allow us to purchase your ticket, pre-register you with your home embassy, and obtain travel health insurance coverage for your travel. It is effective for a brief period of time, and it will only allow us to share your information with specific designated agencies.