

Department of External Affairs and, of course, from your presenter. A number of publications, several of which are indicated in this document, are also available to assist you. You are certainly advised to obtain a copy of "Bon Voyage, but...," which is published by the Department of External Affairs, Ottawa, K1A 0G2 and is also distributed through passport offices and travel agencies across Canada. It is a reliable source of good, sound, basic advice.

There is, of course, no substitute for experience in this area and this guide book will, by no means, prepare you for all challenges you will have to face in the course of a foreign tour or in getting one ready. The budget tables, for example, should be of help but they are *not* official forms of the Department of External Affairs. Whereas

using them should certainly give you a sense of realism by making you think about all the expenses you are likely to incur, they alone will certainly not guarantee you a grant.

If you are undertaking your first tour abroad and feel that your organization would be best served by having an experienced tour director help you through the labyrinth of arrangements that have to be made, weigh the costs involved carefully. You might well find that a good tour director will earn his fee by saving you an equivalent sum through making some of the arrangements at a lesser cost, through his experience, than you could yourself. At very least, such a person should be able to ensure that your tour is securely budgeted.