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**EXPLORATION BOARD**

EXPEDITION PROPOSAL TEMPLATE

# Expedition Title and Summary Aims

There should be a clear bullet point(s) statement of the aims of the expedition. An expedition might have a number of aims of more or less equal weighting or a principal aim with one or two ancillary aims.

# Expedition Members and Their Experience

The expedition members should be named together with their roles if appropriate (i.e. leader, deputy leader, treasurer, etc: each expedition must at minimum have a clearly designated leader) their ages, their status at Imperial College (or elsewhere) and their prior experience as it relates to the proposed expedition including first aid training.

# Details of the Expedition Itself

Proposed itinerary in reasonable detail, to include travel, route, accommodation, supplies and timing: include map and references.

* + If an agency is helping with the logistics, please indicate this and give their details.
	+ Please make reference to the likely weather conditions during the time that you are in the area.
	+ Please indicate the steps that have been taken to obtain any necessary permission from the host country authorities to undertake this expedition and the stage you have reached.
	+ Have you visited the FCO website and do you plan to inform them of your travel?

# Training Regime

State how the team plans to maintain and develop fitness and fill knowledge gaps (e.g. first aid, wilderness courses).

# Budget

Include budget for all aspects of the expedition, including travel, equipment, vaccinations. Include how you are planning to raise the funds.

Remember that if the Board approves the expedition the College will pay for (a) the insurance of all participants who are Imperial students and (b) the rental, but not the calls, of a satellite phone.

# Risk Assessment

A detailed risk assessment and safety management plan must be included covering all aspects of the expedition.

This section should also include a crisis management (and evacuation plan).

# Presentation

Make sure the presentation is good as poor presentation will not help an expedition secure funding from external bodies.

Make sure you apply a spell checker to your proposal before it is submitted to the Committee. The following are correct spellings of commonly misspelt words that are likely to feature in most proposals:

itinerary

accommodation

diarrhoea

# Post Expedition Report

A key part of a successful expedition is the report produced after the team returns to the UK. You should consider as part of the planning process keeping a diary as the expedition progresses so that much of the report writing is already done when you return. Some expeditions also set up a web site. You are also encouraged to write about your expedition in College publications to widen the knowledge of the opportunity that exists to secure support through the Exploration Board.

# And Finally

And remember, the correct title of this Committee is the Exploration Board (and not the Expeditions Board or Expeditions Committee).

Good Luck!

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