

Orbit Groups & Events is a specialist division of Orbit World Travel, New Zealand's largest travel management company.

We've been supporting schools with their education travel for over 15 years. In this time, we have sent over 3,000 students from over 32 schools all over the world. We have extensive experience in co-ordinating a variety of bespoke education based travel including sports, arts, language, community and project based trips.

We understand the nature of school groups and can tailor requirements to best meet your needs.

We're with you every step of the way...

Planning

- Parent/teacher info evenings
- Idea generation and inspiration
- Budget planning and support
- Marketing support

Pre trip

- Trip registration
- Passports and visas
- Airfare and hotel booking
- Land transport and support
- Itinerary preparation

Your trip

- Airport departures
- Mobile technology
- Update points
- 24/7 support
- Duty of care programme
- Travel insurance

Post trip

- Billing and chargeback services
- Post trip debrief
- Financial reporting



Parent/teacher info evenings

We can support teachers at parent information evenings with specialist advice on visas, cultural protocols, insurance, luggage allowance and any other travel specific questions.



Budget planning & support

Our detailed costing sheet will assist teachers when budgeting, providing options based on differing staff/student ratios. We'll provide advice and recommendations to suit any budget and maximise savings.



Trip registration

We can tailor-make a registration site to suit each group, capturing such information as full names (as per passport), emergency contact, medical conditions, allergies, special meals and passport scan option.



Passports & visas

The registration link allows us to provide advice on visa requirements and passport validity. This information is pre-entered into airline bookings enabling faster airline check-in and pre-boarding checks.



Airfare & hotel bookings

Our buying power and strong supplier relationships enable us to negotiate the best fare and flight connections along with great accommodation options to best meet your travel needs. We deal directly with suppliers to source the best deal possible.



Land transport & insurance

We have many land transport contacts and connections around the world and domestically. We can organise airport transfers, daily activity transport and guided tours if required. Orbit also provide comprehensive and competitive insurance for those who require it.



Itinerary & run sheet preparation

We provide flexible itinerary options for parents, teachers and students. These are customised with your school's crest and important phone numbers. A run sheet details day by day timings, services, contact information along with all traveller names, airline ticket numbers and insurance policy numbers.



Airport departures & 24/7 support

We can provide international airline check-in assistance with pre-organisation of group check-in facilities. Orbit provides 24/7 support with our specialist afterhours consultants, so you can rest assured we're available anytime to assist with changes, disrupts or disaster relocation.



Billing, chargeback & reporting

Airfares can be charged to applicable travelcards or invoiced to the school. Land arrangements can be charged back to Orbit and on invoiced to the school. If required, a detailed pricing breakdown can be provided.



Post trip debrief

A welcome home email and key contact debrief provides an opportunity to discuss processes, feedback, trip stories and any follow up requirements. This is a great opportunity to start preparation for your next trip.

*Let Orbit Groups & Events
bring your trip or event to life.*

Get in touch with us today

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