

The Salesianos Juan XXIII school in Alcoy Spain wants to go on a school trip to Iceland and you have been selected to organize the trip.

There will be 2 teachers and 10 students (5 girls and 5 boys) aged 16-17. The trip is for 6 days in September, staying 3 nights in Reykjavik and 3 nights in Akureyri. **The maximum budget for this trip is 20000 euro.**

PART 1 Gathering and organizing the information

Create a table in a spreadsheet detailing all the costs and an itinerary in a word processor, search the internet for the information you need. There is a limited budget for the trip so try to keep the costs as low as possible.

Spreadsheet	Word processor
The table should have 5 columns, the first column is the date, the second column is a description of the budget item, the third column the price per person/item/night, the fourth column the number of persons/items/nights and the fifth column the total cost which should change automatically when the number of persons/items is changed. Make sure all the costs are in the same currency.	When the days of the trip have been selected create headings for the days, use heading 2. Add all the information needed for the itinerary. Organize the information under the correct day and in chronological order.

First you need to find flights. The departure and arrival airports in Spain should be either in Alicante or Valencia. The flights should preferably be direct but if it's not possible the connection time should be at least 2 hours but not more than 5 hours.

Spreadsheet	Word processor
Add a line in the table for the basic fare (no baggage). In the description include the flight numbers and dates for both/all flights and the number of persons is 12.	When the flights have been selected the dates of the trip are set. Create headings for the days of the trip, use heading 2. For the flights first add a line to the itinerary with the check in time, the airport and the flight number. Create a bulleted list to add information about departure and arrival times.
Add a line in the table for checked in bags (for both/all flights). Include in the description the limits for the bag (weight and dimension). The number of checked in bags is 7 (the teachers have a bag each and the students will be paired to share one bag).	Add to the bulleted list details about the limitations on baggage.

Next you need to find accommodation. The group will be staying 3 nights in Reykjavík and 3 nights in Akureyri. You should take into account the flight schedule, it might be better to start in Akureyri or split the nights in Reykjavík. The teachers will need separate rooms but any number of students of the same gender can share a room.

Spreadsheet	Word processor
Add one line in the table for each accommodation. Include in the description the the number of nights, the name of the provider (hotel, guesthouse, etc.) and whether breakfast is included. The price per item should be total price for the stay and in the third column enter the number of rooms.	For each accommodation add check in time and check out time under the correct day. Initially use the earliest allowed check in and latest allowed check out, as you add to the itinerary you should update these times as needed. Create a bulleted list under the check in time to add information about breakfast, room arrangements and a link the website of the accommodation or to a webpage with information about the accommodation. If breakfast is included you should also add it to the itinerary for the days of the stay. Use the earliest time for the breakfast, you can change the time later if needed.

Now you must organize transportation in Iceland. The transportation you must arrange is:

- to and from the airport
- between Reykjavík and Akureyri
- Golden Circle (from Reykjavík)
- Mývatn (from Akureyri)

Transportation can be busses or rental cars, you should compare prices and find the cheapest solutions for all transportation (can be only busses, only rental cars or a combination of busses and rental cars). Keep in mind that only the teachers can drive rented cars.

Also keep in mind that you may need to adjust earlier entries as you add items to the itinerary.

Spreadsheet	Word processor
Add lines for rented cars, include in the description rental company and type of car. The price per item should be the price of one car for the full rental period and the number of items is the number of cars rented. Add lines for bus fares, include in the description the type of fare (child, student, adult etc.), name of bus company and route. Add price per persons and number of persons paying this fare.	In the case of rental cars add the pickup time to the itinerary and details about the rental in a bulleted list below. Also add the return time to the itinerary. Add the trips to the itinerary but keep in mind that you may need to modify the times as you add more items to the itinerary.

Finally you must arrange activities in Iceland.

During the stay in Reykjavík the activities that must be included in the trip are:

- The Golden circle
- Þjóðminjasafn Íslands (National Museum)
- Árbæjarsafn (Reykjavík City Museum) Open Air Museum.

During the stay in Akureyri the activities that must be included in the trip are:

- Skógarböðin (Forest Lagoon)
- horseback riding for one hour
- whale watching
- visit to Mývatn

Search the internet for entrance fees and opening hours for the activities and plan when to do each activity.

Spreadsheet	Word processor
Add lines for the activities, include in the description which activity, type of fee (child, student, adult etc.) and date and time of the activity. Add price per persons and number of persons paying this fee. If an activity has no fee for some or all members of the group, you should still add a line with price per person = 0.	Add each activity to the itinerary under the correct date with the time and the name of the activity with a link to a webpage with information about the activity.

Add activities or free time if there is room for it in the itinerary.

PART 2 Create a mindmap of the trip

Create a mindmap of the trip.