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**Administrative Files, 1990-2004**

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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Administrative Files
<b>Identifier:</b>	Accession 05-185
<b>Date:</b>	1990-2004
<b>Extent:</b>	2 cu. ft. (2 record storage boxes)
<b>Creator::</b>	Smithsonian Associates. Study Tours and Seminars Program
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 05-185, Smithsonian Associates, Study Tours and Seminars Program, Administrative Files

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## Descriptive Entry

This accession consists of records documenting the administrative activities of Amy Kotkin, Program Manager. Materials include correspondence and memoranda pertaining to Smithsonian Odyssey Tours (SOT) planning, marketing, insurance, and trademark; budget summaries; evaluations; responsibility statements; and product strategy information. Also included are tour contracts and agreements.

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## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

### Subjects:

- Contracts
- Museums -- Environmental aspects
- Tours

### Types of Materials:

- Compact discs
- Electronic records
- Manuscripts

### Names:

- Kotkin, Amy

## Smithsonian Odyssey Tours

## Container Listing

### Box 1

Records of Amy Kotkin, Program Manager

- Box 1 of 2 SST Marketing, FY 1999
- Box 1 of 2 FY 2000 Reforecast, 1999
- Box 1 of 2 SOT Proposed New Winter Product, 2003
- Box 1 of 2 SOT Product Strategy, 2003
- Box 1 of 2 Final Mailings, 1999-2002
- Box 1 of 2 SOT Marketing Plan, 1996-2000
- Box 1 of 2 Saga Holidays: Growth Proposal, 1997-2000
- Box 1 of 2 SOT Marketing, 2001
- Box 1 of 2 SOT Budget, FY 1999
- Box 1 of 2 Product, 2000-2001
- Box 1 of 2 Marketing, FY 2000
- Box 1 of 2 Land Only Update, 2000
- Box 1 of 2 SOT Competitive Analysis, 1996
- Box 1 of 2 SOT History, c. 1993-2001
- Box 1 of 2 SOT v. SIT v. Road Scholar, 1998
- Box 1 of 2 Mary Beth Mullen: Correspondence, 1998-2001
- Box 1 of 2 Hotel Inspections, 2000
- Box 1 of 2 Hotel Ratings, 2000

Box 1 of 2                    SOT Insurance, 1999

Box 1 of 2                    Marketing, 2002

Box 1 of 2                    Traveler's Handbook, 2000

Box 1 of 2                    SOT Evaluations, 1998

Box 1 of 2                    Roger DeHann Correspondence, 1997-1999

Box 1 of 2                    Credit Cards, 1996

Box 1 of 2                    SOT Cruises, 1998

Box 1 of 2                    Charter, 1999

Box 1 of 2                    Saga Holidays: Insurance, 1990

Box 1 of 2                    SOT Contracts, 1996-2001

Box 1 of 2                    Mary Rittmann, 1999

Box 1 of 2                    Responsibility Statements, 1999

Box 1 of 2                    Cancellations/Crisis, 1999

Box 1 of 2                    SOT Correspondence, 2000-2002

Box 1 of 2                    SOT Contract, 1999

Box 1 of 2                    Evaluation Summaries/Saga, 1992

Box 1 of 2                    SOT Trademark, 1993-2001

Box 2

Tour Contracts and Agreements

Box 2 of 2                    Basic Contracts (before outsourcing), 2000-2004

Box 2 of 2                    High Country Passage: Stop Payment Information/Old Contracts, 2003 (2 folders)

Box 2 of 2 Academic Arrangements Abroad (BCO-310001-0000), 2002

Box 2 of 2 Academic Arrangements Abroad (BCO-020009-0000), 2000-2003

Box 2 of 2 Italian Masterpieces, 2003

Box 2 of 2 Gardens of the Caribbean, 2003

Box 2 of 2 Northern Lights Canada, 2003

Box 2 of 2 American Orient Express (BCO-210011-0000), 2001

Box 2 of 2 Autumn in New England and Quebec, 2002

Box 2 of 2 The Southwest and Mexico's Cooper Canyon, 2003

Box 2 of 2 Civil War Reflections and the Antebellum South, 2003

Box 2 of 2 National Parks of the West, 2003

Box 2 of 2 The Great Northwest and Rockies, 2003

Box 2 of 2 Autumn in New England and Quebec, 2003

Box 2 of 2 Arizona River Runners (BCO-120004-0000), 2001

Box 2 of 2 Grand Canyon Sampler, 2003

Box 2 of 2 Canadian Cultural Landscapes (BCO-120013-0000), 2001

Box 2 of 2 French Masterpieces from the Hermitage, 2003

Box 2 of 2 Christmas in Quebec City, 2002

Box 2 of 2 Yuletide in Victoria, 2002

Box 2 of 2 Trans-Canada by Rail, 2003

Box 2 of 2 Historic Quebec City, 2003

Box 2 of 2 Island by the Sea, 2003

Box 2 of 2 Nova Scotia's Celtic Colors, 2003

Box 2 of 2	Cuisines of Quebec, 2003
Box 2 of 2	Christmas in Quebec City, 2003
Box 2 of 2	Quebec City Weekend, 2004
Box 2 of 2	Bushtracks African Expeditions (BCO-120006-0000), 2001
Box 2 of 2	Crow Canyon Archaeological Center (BCO-210026-0000), 2002
Box 2 of 2	Four Corners Arts and Archaeology, 2003
Box 2 of 2	The Art & Craft of Japan, 2003
Box 2 of 2	Fundy Hiking and Nature Tours, Inc. (BCO-210003-0000), 2001
Box 2 of 2	Gohagan (BCO-120021-0000), 2001
Box 2 of 2	Historic Normandy and Seine River, 2002
Box 2 of 2	Iberian Peninsula to the French Riviera, 2002
Box 2 of 2	Voyage from Venice to the Dalmatian Coast, 2002
Box 2 of 2	Danube River Journey, 2002
Box 2 of 2	East Africa Wildlife Safari, 2003
Box 2 of 2	Kenya Family Christmas Safari, 2002
Box 2 of 2	Enchanting Tahiti and French Polynesia, 2003
Box 2 of 2	Great Cities of the Baltic, 2003
Box 2 of 2	Mysteries of Southeast Asia: A Journey to Vietnam, Cambodia, and Thailand, 2003
Box 2 of 2	Voyage from Venice to Dalmatian Coast, 2003
Box 2 of 2	Danube River Journey, 2003
Box 2 of 2	Hidden Treasures of Italy's Po River, 2003



Box 2 of 2 Normandy and Seine River, 2003

Box 2 of 2 Waterways of the Glens, 2003

Box 2 of 2 Celtic Lands, 2003

Box 2 of 2 Celebrating Japanese Cuisine, 2002

Box 2 of 2 International Expeditions, Inc. (BCO-020010-0000), 2000

Box 2 of 2 The Greatest Voyage in Natural History, 2003

Box 2 of 2 Intrav, Inc. (BCO-210029-0000), 2003

Box 2 of 2 Springtime on the Chesapeake Bay, 2003

Box 2 of 2 Impressions of North America by Private Jet, 2003

Box 2 of 2 Autumn in Provence, 2003

Box 2 of 2 Holbrook Travel, Inc. (BCO-210021-0000), 2002

Box 2 of 2 North Carolina's Outer Banks, 2003

Box 2 of 2 Immersia Travel, Inc. (BCO-120022-0000), 2001

Box 2 of 2 Impressions of North America and Hawaii by Private Jet, 2003

Box 2 of 2 Fall Foliage on the Hudson River and Chesapeake Bay, 2002

Box 2 of 2 Antebellum Christmas along the Intracoastal Waterway, 2002

Box 2 of 2 Hoeya Sound Fishing Lodge, Inc., 2002

Box 2 of 2 Lamber's Leisure Tours (BCO-120017-0000), 2001

Box 2 of 2 New Orleans Noel, 2002

Box 2 of 2 Linblad Expeditions, Inc. (BCO-210013-0000), 2001

Box 2 of 2 Voyage on the Columbia and Snake River, 2002

Box 2 of 2 In Baja: Among the Great Whales, 2003

Box 2 of 2 Alaska: Exploring Alaska's Coastal Wilderness, 2003

Box 2 of 2 Lifelong Learning, Inc. (BCO-310004-0000), 2003

Box 2 of 2 Iceland, 2003

Box 2 of 2 Viking Passage, 2003

Box 2 of 2 Artic Adventure: Greenland and Baffin Island, 2003

Box 2 of 2 Lifelong Learning, Inc. (BCO-020008-0000), 2003

Box 2 of 2 Patagonian Adventure, 2002

Box 2 of 2 Lost Islands of the South Atlantic, 2002

Box 2 of 2 Lands of the Maya, 2003

Box 2 of 2 Panama Canal and Beyond, 2003

Box 2 of 2 The Orinoco River and Southern Caribbean, 2003

Box 2 of 2 Early Man to Contemporary Civilization, 2003

Box 2 of 2 Exploring Antarctica and the Falkland Islands, 2003

Box 2 of 2 North of the Arctic Circle, 2003

Box 2 of 2 Rounding the Cape of Good Hope, 2003

Box 2 of 2 Lands of the Eastern Baltic, 2003

Box 2 of 2 Museum of Northern Arizona (BCO-210032-0000), 2002

Box 2 of 2 Hopi Art & Culture, 2003

Box 2 of 2 Churchill's Polar Bears, 2002

Box 2 of 2 Arctic Summer, 2003

Box 2 of 2 Winter Wildlife in Yellowstone, 2003

Box 2 of 2	Four Corners Hiking, 2003
Box 2 of 2	Yellowstone & the Grand Tetons, 2003
Box 2 of 2	Lewis & Clark among the Missouri, 2003
Box 2 of 2	Treasures of Puerto Rico, 2003
Box 2 of 2	Painted Desert Productions (BCO-210001-0000), 2001
Box 2 of 2	American Cruise Lines, Inc. (BCO-210027-0000), 2002
Box 2 of 2	Along the Rebel Coast, 2002
Box 2 of 2	Lost Worlds, 2003
Box 2 of 2	Art along the Coast of Maine, 2003
Box 2 of 2	Royal Roads Tours (BCO-210014-0000), 2001
Box 2 of 2	Los Vegas Art and Architecture, 2002-2003
Box 2 of 2	Pueblo Indian Winter Dances, 2003
Box 2 of 2	Birds of the Bosque del Apache, 2003
Box 2 of 2	Enchanting Santa Fe, 2003
Box 2 of 2	Native American Pottery of the Southwest, 2003
Box 2 of 2	Seal River Heritage Lodge (BCO-210008-0000), 2001
Box 2 of 2	Strathcona Park Lodge (BCO-120024-0000), 2001
Box 2 of 2	Tag-A-Long Tours (BCO-210030-0000), 2002
Box 2 of 2	TCS Expeditions, Inc. (BCO-120011-0000), 2001
Box 2 of 2	Sanctuaries of the Ancient World, 2002
Box 2 of 2	Travel Dynamics, Inc. (BCO-120019-0000), 2001

Box 2 of 2 Coexistence of Cultures and Faith, 2003

Box 2 of 2 Historic Cities of the Sea, 2003

Box 2 of 2 Amalfi Peninsula, 2003

Box 2 of 2 Journey of Odysseus, 2003

Box 2 of 2 Voyage to the Lands of Gods & Heroes, 2003

Box 2 of 2 Travel Excellence, Inc. (BCO-120005-0000), 2001

Box 2 of 2 Passage through the Great Lakes, 2003

Box 2 of 2 VIP Tours of New York (BCO-210012-0000), 2001

Box 2 of 2 Washington Art Associates (BCO-120016-0000), 2001

Box 2 of 2 Degas' Dancers, 2003

Box 2 of 2 Two Giants of Modern Art: Matisse & Picasso, 2003

Box 2 of 2 Art of El Greco, 2003

Box 2 of 2 Flashes of Genius: Manet & Velasquez at the Met, 2003

Box 2 of 2 Frank Lloyd Wright and Fallingwater, 2004

Box 2 of 2 Wildland Tours, Inc. (BCO-210020-0000), 2002

Box 2 of 2 Wild Newfoundland, 2003

Box 2 of 2 Wineland-Thomson Adventures (BCO-210024-0000), 2002

Box 2 of 2 Serengeti Family Safari: Tanzania for Families, 2003

Box 2 of 2 The World Outdoors (BCO-120008-0000), 2001

Box 2 of 2 Alaska Wildlands Adventure, 2003

Box 2 of 2 Washington Olympic Peninsula Hiking, 2003

Box 2 of 2 Yosemite and the High Sierras, 2003

Box 2 of 2	Hiking in Shenandoah, 2003
Box 2 of 2	World Quest International (BCO-210018-0000), 2002
Box 2 of 2	Point Pelee: Spring Bird Migration, 2003
Box 2 of 2	Zegrahm Expeditions, Inc. (BCO-310002-0000), 2003
Box 2 of 2	Academic Travel Abroad, Inc.: Contract Sheets, 2002
Box 2 of 2	Academic Travel Abroad, Inc. (BCO-120007-0000/Amendment 1), 2001
Box 2 of 2	Academic Travel Abroad, Inc. (BCO-120007-0000/Amendment 2), 2001
Box 2 of 2	Academic Travel Abroad, Inc. (BCO-120007-0000/Amendment 3), 2002
Box 2 of 2	Academic Travel Abroad, Inc. (BC9-420122-0000/Amendment 10), 2000
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Box 2 of 2	Seabourn Contracts, 2001