Administrative Files, 1990-2004

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**Collection Overview**

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<tr>
<th>Repository:</th>
<th>Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a></th>
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<tr>
<td>Creator:</td>
<td>Smithsonian Associates, Study Tours and Seminars Program</td>
</tr>
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<td>Title:</td>
<td>Administrative Files</td>
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<tr>
<td>Dates:</td>
<td>1990-2004</td>
</tr>
<tr>
<td>Quantity:</td>
<td>2 cu. ft. (2 record storage boxes)</td>
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</table>

**Administrative Information**

**Preferred Citation**

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

**Use Restriction**

Restricted for 15 years, until Jan-01-2020; Transferring office; 3/3/2004 memorandum, Johnstone to Oudshoorn; Contact reference staff for details.

**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.

**Names and Subject Terms**

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

**Subjects:**
- Contracts
- Museums -- Educational aspects.
- Tours

**Types of Materials:**
- Compact discs
Manuscripts

Names:
Kotkin, Amy
Smithsonian Odyssey Tours.
Container Listing

Box 1

Records of Amy Kotkin, Program Manager

SST Marketing, FY 1999
FY 2000 Reforecast, 1999
SOT Proposed New Winter Product, 2003
SOT Product Strategy, 2003
Final Mailings, 1999-2002
SOT Marketing Plan, 1996-2000
SOT Marketing, 2001
SOT Budget, FY 1999
Product, 2000-2001
Marketing, FY 2000
Land Only Update, 2000
SOT Competitive Analysis, 1996
SOT History, c. 1993-2001
SOT v. SIT v. Road Scholar, 1998
Mary Beth Mullen: Correspondence, 1998-2001
Hotel Inspections, 2000
Hotel Ratings, 2000
SOT Insurance, 1999
Marketing, 2002
Traveler's Handbook, 2000
SOT Evaluations, 1998
Roger DeHann Correspondence, 1997-1999
Credit Cards, 1996
SOT Cruises, 1998
Charter, 1999
Saga Holidays: Insurance, 1990
SOT Contracts, 1996-2001
Mary Rittmann, 1999
Responsibility Statements, 1999
Cancellations/Crisis, 1999
SOT Correspondence, 2000-2002
SOT Contract, 1999
Evaluation Summaries/Saga, 1992
SOT Trademark, 1993-2001

Box 2
Tour Contracts and Agreements
Basic Contracts (before outsourcing), 2000-2004
High Country Passage: Stop Payment Information/Old Contracts, 2003 (2 folders)
Academic Arrangements Abroad (BCO-310001-0000), 2002
Academic Arrangements Abroad (BCO-020009-0000), 2000-2003
Italian Masterpieces, 2003
Gardens of the Caribbean, 2003
Northern Lights Canada, 2003
American Orient Express (BCO-210011-0000), 2001
Autumn in New England and Quebec, 2002
The Southwest and Mexico’s Cooper Canyon, 2003
Civil War Reflections and the Antebellum South, 2003
National Parks of the West, 2003
The Great Northwest and Rockies, 2003
Autumn in New England and Quebec, 2003
Arizona River Runners (BCO-120004-0000), 2001
Grand Canyon Sampler, 2003
Canadian Cultural Landscapes (BCO-120013-0000), 2001
French Masterpieces from the Hermitage, 2003
Christmas in Quebec City, 2002
Yuletide in Victoria, 2002
Trans-Canada by Rail, 2003
Historic Quebec City, 2003
Island by the Sea, 2003
Nova Scotia's Celtic Colors, 2003
Cuisines of Quebec, 2003
Christmas in Quebec City, 2003
Quebec City Weekend, 2004
Bushtracks African Expeditions (BCO-120006-0000), 2001
Crow Canyon Archaeological Center (BCO-210026-0000), 2002
Four Corners Arts and Archaeology, 2003
The Art & Craft of Japan, 2003
Fundy Hiking and Nature Tours, Inc. (BCO-210003-0000), 2001
Gohagan (BCO-120021-0000), 2001
Historic Normandy and Seine River, 2002
Iberian Peninsula to the French Riviera, 2002
Voyage from Venice to the Dalmatian Coast, 2002
Danube River Journey, 2002
East Africa Wildlife Safari, 2003
Kenya Family Christmas Safari, 2002
Enchanting Tahiti and French Polynesia, 2003
Great Cities of the Baltic, 2003
Mysteries of Southeast Asia: A Journey to Vietnam, Cambodia, and Thailand, 2003
Voyage from Venice to Dalmatian Coast, 2003
Danube River Journey, 2003
Hidden Treasures of Italy's Po River, 2003
Normandy and Seine River, 2003
Waterways of the Glens, 2003
Celtic Lands, 2003
Celebrating Japanese Cuisine, 2002
International Expeditions, Inc. (BCO-020010-0000), 2000
The Greatest Voyage in Natural History, 2003
Intrav, Inc. (BCO-210029-0000), 2003
Springtime on the Chesapeake Bay, 2003
Impressions of North America by Private Jet, 2003
Autumn in Provence, 2003
Holbrook Travel, Inc. (BCO-210021-0000), 2002
North Carolina's Outer Banks, 2003
Immersia Travel, Inc. (BCO-120022-0000), 2001
Impressions of North America and Hawaii by Private Jet, 2003
Fall Foliage on the Hudson River and Chesapeake Bay, 2002
Antebellum Christmas along the Intracoastal Waterway, 2002
Hoeys Sound Fishing Lodge, Inc., 2002
Lamber's Leisure Tours (BCO-120017-0000), 2001
New Orleans Noel, 2002
Linblad Expeditions, Inc. (BCO-210013-0000, 2001
Voyage on the Columbia and Snake River, 2002
In Baja: Among the Great Whales, 2003
Alaska: Exploring Alaska's Coastal Wilderness, 2003
Lifelong Learning, Inc. (BCO-310004-0000), 2003
Iceland, 2003
Viking Passage, 2003
Artic Adventure: Greenland and Baffin Island, 2003
Lifelong Learning, Inc. (BCO-020008-0000), 2003
Patagonian Adventure, 2002
Lost Islands of the South Atlantic, 2002
Lands of the Maya, 2003
Panama Canal and Beyond, 2003
The Ornico River and Southern Caribbean, 2003
Early Man to Contemporary Civilization, 2003
Exploring Antarctica and the Falkland Islands, 2003
North of the Arctic Circle, 2003
Rounding the Cape of Good Hope, 2003
Lands of the Eastern Baltic, 2003
Museum of Northern Arizona (BCO-210032-0000), 2002
Hopi Art & Culture, 2003
Churchill's Polar Bears, 2002
Arctic Summer, 2003
Winter Wildlife in Yellowstone, 2003
Four Corners Hiking, 2003
Yellowstone & the Grand Tetons, 2003
Lewis & Clark among the Missouri, 2003
Treasures of Puerto Rico, 2003
Painted Desert Productions (BCO-210001-0000), 2001
American Cruise Lines, Inc. (BCO-210027-0000), 2002
Along the Rebel Coast, 2002
Lost Worlds, 2003
Art along the Coast of Maine, 2003
Royal Roads Tours (BCO-210014-0000), 2001
Los Vegas Art and Architecture, 2002-2003
Pueblo Indian Winter Dances, 2003
Birds of the Bosque del Apache, 2003
Enchanting Santa Fe, 2003
Native American Pottery of the Southwest, 2003
Seal River Heritage Lodge (BCO-210008-0000), 2001
Strathcona Park Lodge (BCO-120024-0000), 2001
Tag-A-Long Tours (BCO-210030-0000), 2002
TCS Expeditions, Inc. (BCO-120011-0000), 2001
Sanctuaries of the Ancient World, 2002
Travel Dynamics, Inc. (BCO-120019-0000), 2001
Coexistence of Cultures and Faith, 2003
Historic Cities of the Sea, 2003
Amalfi Peninsula, 2003
Journey of Odysseus, 2003
Voyage to the Lands of Gods & Heroes, 2003
Travel Excellence, Inc. (BCO-120005-0000), 2001
Passage through the Great Lakes, 2003
VIP Tours of New York (BCO-210012-0000), 2001
Washington Art Associates (BCO-120016-0000), 2001
Degas' Dancers, 2003
Two Giants of Modern Art: Matisse & Picasso, 2003
Art of El Greco, 2003
Flashes of Genius: Manet & Velasquez at the Met, 2003
Frank Lloyd Wright and Fallingwater, 2004
Wildland Tours, Inc. (BCO-210020-0000), 2002
Wild Newfoundland, 2003
Wineland-Thomson Adventures (BCO-210024-0000), 2002
Serengeti Family Safari: Tanzania for Families, 2003
The World Outdoors (BCO-120008-0000), 2001
Alaska Wildlands Adventure, 2003
Washington Olympic Peninsula Hiking, 2003
Yosemite and the High Sierras, 2003
Hiking in Shenandoah, 2003
World Quest International (BCO-210018-0000), 2002
Point Pelee: Spring Bird Migration, 2003

Zegrahm Expeditions, Inc. (BCO-310002-0000), 2003

Academic Travel Abroad, Inc.: Contract Sheets, 2002

Academic Travel Abroad, Inc. (BCO-120007-0000/Amendment 1), 2001
Academic Travel Abroad, Inc. (BCO-120007-0000/Amendment 2), 2001
Academic Travel Abroad, Inc. (BCO-120007-0000/Amendment 3), 2002
Academic Travel Abroad, Inc. (BC9-420122-0000/Amendment 10), 2000
Academic Travel Abroad, Inc. (BC9-420122-0000/Amendment 11), 2001
Academic Travel Abroad, Inc. (BC9-420122-0000/Amendment 12), 2001
Academic Travel Abroad, Inc. (BC9-420122-0000/Amendment 13), 2001

Seabourn Contracts, 2001