



VIKING GUEST SPEAKER OFFER

FEB 2020

This document contains the current offer and conditions for Guest Speakers joining the Viking Ocean Cruises Guest Speaker program. The information is subject to change.

TABLE OF CONTENTS

CONTENTS

NEW Ocean Product	2
Ship specifications	3
Informative video links	4
Guest Speaker Entitlements	5
Guest Speakers' Duties	10
Media Agreement	12
Acknowledgement of Guest Speaker Duties & Requirements	13

NEW OCEAN PRODUCT

NEW OCEAN PRODUCT

Viking was founded in 1997 by Torstein Hagen with the explicit goal to help people “Explore the World in Comfort.” As a company, we fundamentally believe travel is about the destination and the cultural enrichment that comes with visiting new places. Our river cruises, while amongst the finest vessels afloat, are more about the places the ships visit, than the vessels themselves.

Viking is the world’s leading river cruise line and in 2015 it introduced its first ocean going cruise ship, *Viking Star*. Serving a mainly North American clientele with some British clientele, the product is focused on the destination and experiences ashore, rather than purely on the on board ‘cruise’ experience.

Viking spends more time in port than most cruise ships, with numerous late night departures and overnight stays. Our Guest Speakers’ role is to help enrich our guests’ vacation experience by speaking authoritatively and entertainingly about the culture, history and other subjects related to the ports and regions through which they travel. All Guest Speakers will be expected to participate in the social life of the ship and to act as Ambassadors for the company.

THE THINKING PERSON’S CRUISE

Our guests are curious, educated, interested and interesting people. People who are fascinated with the world and still enjoy learning.

“Thinking, not drinking”, is what our Chairman says our cruising experience is about. We look to offer intellectual education and not simple slapstick entertainment. We focus on lectures and the arts, supported by port talks, rather than just on movies and shows.

With privileged access to some of the world’s most treasured sites – including the Hermitage in St Petersburg and the Vatican in Rome – we work hard to provide a behind the scenes look at the places that truly make the world special.

We are designed for the 50+ English-speaking guest who is a Viking at heart, an explorer at heart. Most cruise lines have tried to become everything to everybody. We are not for everybody. We do not offer children’s programs. We do not have a third bed in staterooms. We do not try to do more than we should. We focus on doing what we do really well – Cultural Exploration.

NEW OCEAN PRODUCT

SHIP SPECIFICATIONS

<i>Length overall</i>	227.2 m (745.4 ft.)
<i>Beam</i>	28.8 m (94.5 ft.)
<i>Draft</i>	6.3 m (20.7 ft.)
<i>Gross Registered Tonnage (GRT)</i>	47,800 t
<i>Classification</i>	Lloyds
<i>Staterooms/Cabins</i>	465 (all veranda)
<i>Passengers</i>	930
<i>Crew</i>	465
<i>Builder</i>	Fincantieri, Italy
<i>Viking Star entered service</i>	April 2015
<i>Viking Sea entered service</i>	April 2016
<i>Viking Sky entered service</i>	February 2017
<i>Viking Sun entered service</i>	December 2017
<i>Viking Orion entered service</i>	June 2018
<i>Viking Jupiter – entered service</i>	February 2019
<i>Viking Venus – enters service</i>	January 2021

For further details about the ships please go to the website: www.vikingcruises.com

NEW OCEAN PRODUCT

INFORMATIVE VIDEO LINKS

You may wish to review the following links:

Viking Reinventing Ocean Cruising

<https://www.vikingcruises.co.uk/oceans/video/ships/play.html?videoId=t8CcDbCw08A>

Our Norwegian Heritage

<https://www.vikingcruises.co.uk/oceans/video/why-viking/play.html?videoId=2ZzA2DEVr9g#>

The World of Viking

<https://www.vikingcruises.co.uk/oceans/video/why-viking/play.html?videoId=Hwu4qHaGmkg#>

Cultural Enrichment

<https://www.vikingcruises.co.uk/oceans/video/why-viking/play.html?videoId=htUqhKWmYQk#>

Viking Resident Historian

<https://www.vikingcruises.co.uk/oceans/video/why-viking/play.html?videoId=dGz5V3dwFbQ#>

Viking Art Guide

<https://www.vikingcruises.co.uk/oceans/video/why-viking/play.html?videoId=9b1g9jysf5U>

Viking Library

<https://www.vikingcruises.co.uk/oceans/video/why-viking/play.html?videoId=5DBvNTm062l#>

Viking, built to be green

<https://www.vikingcruises.co.uk/oceans/video/ships/play.html?videoId=q1FIx99ts9Q#>

GUEST SPEAKER ENTITLEMENTS

GUEST SPEAKER ENTITLEMENTS

TRAVELLING COMPANION

Each Guest Speaker will be allowed to share their stateroom/cabin with a companion. *Viking* does not have child facilities and therefore it is required that the companion will be 21 years of age or over. At all times the behavior and conduct of the companion is the responsibility of the Guest Speaker. The Guest Speaker will also be responsible for ensuring that Viking receives payment of air costs and on board accounts for their Companion (where applicable).

COMPLIMENTARY AIRFARE & TRANSFERS

The Guest Speaker is entitled to complimentary economy class, roundtrip airfare from their nearest international airport to/from the ports of embarkation/disembarkation. This includes group transfers to and from the ship/airport on turnaround days.

Please note that if the Companion opts for the 'Viking Air' package from the US, they will be charged at the rates advertised on our website, www.viking.com, and their airport transfers will also be complimentary barring no deviations from turnaround dates. Viking uses US airlines and routings available to them as per their contracted agreements. As contract rates are based on space availability, requests regarding specific airlines or flights cannot be accommodated. Please note that contracted fares are normally not upgradeable.

UK Companions flight costs will be quoted at the time of booking.

Any requests including seat assignment, special meals, and frequent flyer mileage must be arranged directly with the airline once you have been provided with your airline ticket.

Should you wish to upgrade your seat or require an extra suitcase, additional charges will be payable.

Flights - If you require Viking to arrange your flight(s), the Reservations team will issue the most appropriate flight(s) at the best rate. You will have one week (or 72 hours if your cruise is within a month) from when the flight(s) have been issued in which to advise if flight(s) are not suitable, otherwise the ticket will be issued.

Should you require a specific flight or any deviation to the proposed flight, then please detail this on the Booking Form.

Viking recognizes that some Guest Speakers may prefer to make their own air and general travel arrangements. In order to help facilitate this, after receipt of your booking form you will be advised of the air credit allowance.

GUEST SPEAKER ENTITLEMENTS

Internal US/Canada flights do not include any baggage allowance, this includes flights to Montreal and San Juan. In this instance you should pay for checked in luggage (1 bag per person) and claim this back on board, on production of your receipt to the Financial Officer.

Guest Speakers will be required to present proof of paid travel (ie airline receipts or e-tickets, showing dollar amounts) to the Financial Officer on board on the first day of the cruise. Viking will not accept air miles, will only cover economy class seats along with one hold bag.

The Financial Officer will authorize a cash re-imbusement on board to the value of the flight or the value of the air credit, whichever is the lower amount.

Please note, Guest Speakers taking an air credit will only be eligible for the complimentary group transfers to/from the ship if flights arrive/depart on the day of embarkation/disembarkation and we are operating group transfers for the guests at this time. Details must be provided and added to the booking, at least 2 weeks prior to embarkation. The air credit will also apply to Guest Speakers' companions who qualify for free air (as detailed below-when accompanying a Guest Speaker remaining on board for minimum of 18 nights).

If flights arrive on the day prior to the ship's embarkation date, the Guest Speakers will be responsible for any hotel costs and transfers, unless flights are not available on the day and in this case you will be advised otherwise.

TRAVEL COMPANIONS

Guest Speakers booked on board for a minimum of 18 nights, will received **complimentary air to Companions.**

Guest Speakers booked on board for under 18 nights are able to **invite a companion to share their cabin but will be required to pay for their air fares.**

DRESS CODE

During the day, dress is casual including shorts (if the season is warm), slacks or jeans and comfortable shoes for walking tours. Swimsuits, brief shorts, cover-ups and exercise attire should be reserved for the Fitness Center, pool areas and Sports Deck. There are no "formal nights" in the evening; evening dress is "elegant casual" for all dining venues, performances and special events. On these occasions, required attire for ladies includes a dress, skirt or slacks with a sweater or blouse; for gentlemen, trousers and a collared shirt. A tie and jacket are optional; jeans are not permitted. The evening dress excludes World

GUEST SPEAKER ENTITLEMENTS

Café where the dress remains casual after 6pm. Guest Speakers must be smartly attired when delivering their lectures/presentations.

PASSENGER PRIVILEGES

Guest Speakers and their Companions will be entitled to the use of all passenger facilities with the exception of:

- use of the Speciality (Kitchen Table, Chef's Table & Manfredi's) & Private Dining venues 1 & 2
- ability to make dining reservations before departure

Guest Speakers and their Companions should always defer to the full-fare guests with priority in booking services such as spa appointments, shore excursions, dining arrangements, entertainment events, seating in public areas, tour disembarkation and immigration procedures, self-service laundry etc.

TIPPING/GRATUITIES

Viking will cover the daily tips/gratuities of the Guest Speaker and Travelling Companion for housekeeping and restaurant service. This is \$14.00 per person per day for both the Guest Speaker and their Companion. Please note all other tipping (on board and ashore) is the Guest Speakers' responsibility.

A 10% gratuity is automatically added to bar, beverage, wine and deck service tabs. These gratuities will be charged to the cabin account for which the Guest Speaker and Companion must pay.

FREE INTERNET (WIFI)

The entire ship will have Wi-Fi coverage, including both pool decks. This is complimentary to all guests including Guest Speakers and their Companions.

SELF-SERVICE LAUNDRY

Self-service laundries are located on decks 3, 4, 5 and 6. Each will feature washers, dryers, irons and ironing boards. These will be free of charge to all guests, Guest Speakers and their Companions.

SHIPS LAUNDRY

Guest Speakers will be entitled to a discount of 50% off the ships laundry service.

GUEST SPEAKER ENTITLEMENTS

ON BOARD SPEND

Guest Speakers (but not their Companions) will be entitled to a discount of 50% off all beverage purchases.

INCLUDED SHORE EXCURSIONS

The Guest Speaker and their Companion will be entitled to the one free inclusive excursion per person/per port. They will also be encouraged to escort excursions subject to the on board management's discretion.

OPTIONAL SHORE EXCURSIONS

All Optional excursions are charged at the full advertised price, unless the Guest Speaker is asked to escort that excursion. In that case the Optional excursion is complimentary, but the Companion will still be required to pay the full advertised price if they choose to participate. Travel companions may choose to offer to escort a separate coach, in which case the tour will be complimentary – subject to availability, at the discretion of the Shore Excursion Manager.

OTHER INCLUSIONS

- Complimentary wine, beer & soft drinks with lunch and dinner
- Complimentary speciality teas and coffees available 24 hours throughout the ship
- Port charges included
- Complimentary 24-hour room service

GUEST SPEAKER CABINS/STATEROOMS

The Guest Speaker Cabins will be similar to the 'V' grade guest cabin but will be in a private corridor on Deck 1, reserved for Guest Speakers and Officers, and will not have a veranda.

Approximately 190 square feet in size, the spacious cabin amenities include:

- large picture window with unobstructed view
- twin/double bed
- spacious shower (no bathtub)
- hair dryer
- 110/220-volt outlets
- stocked mini-bar (chargeable)
- flat screen TV

GUEST SPEAKER ENTITLEMENTS

- complimentary On-Demand movies

Our Speaker cabins are unable to telephone guest cabins. Any messages should be sent via Guest Services.

GUEST SPEAKERS' DUTIES

GUEST SPEAKERS' DUTIES

LECTURES/PRESENTATIONS

Each lecturer shall provide titles (max 65 letters including spaces between words) and synopses (approx 100 letters including spaces between words, excluding Guest Speaker's name and starting with a verb) of five visual presentations that are relevant to the regions visited on their allocated cruise. Viking, in consultation with the Guest Speaker, will select at least three titles (four or five on longer itineraries) to form a stimulating on board program of lectures while avoiding overlap with other Guest Speakers. Any remaining title should be prepared and brought with you on the cruise as a 'spare', to be used in the rare event of itinerary change and unexpected additional time at sea. The use of PowerPoint, Keynote, or Prezi with embedded images and video is strongly recommended. Each lecture slot will be scheduled to last 45 minutes, followed by a questions and answers session in the Explorers Bar (if required).

In addition to this, each Guest Speaker shall be prepared to talk for 5 minutes at the start of the cruise to set out to the guests their upcoming lectures and subject matter. Furthermore, at the end of the cruise, each Guest Speaker shall be prepared to talk for 5 minutes in order to summarize their lecture series and their cruise experience. No audio/visual presentation is required for these short talks.

Viking reserves the right to request sight of sample presentations during the recruitment process and of final presentations prior to the confirmed Guest Speaker embarking their cruise.

LECTURE/PRESENTATION CONTENT

Please consider your lecture titles carefully, ensuring that they add richness and depth to our guests' cruise experience. The final lecture titles will be determined through discussion with your agent (if applicable) and Viking.

PRODUCTION & PROOFING OF PRESENTATIONS

Guest Speakers shall produce their own presentations using PowerPoint, Prezi or Keynotes and submit these to their agent (if applicable) or direct to Viking for proofing 1 month prior to the cruise. Slide background color must be black with white text which should be kept to a minimum and in an easy to read font with no shadowing e.g. Ariel, Calibri etc. Low resolution images look pixelated on the large LED screen the presentations are shown on and anything other than a black background will not work with the on board screen. High resolution images must be used of 300dpi. The accompanying Presentation Guidelines should be used as a checklist when proofing, and prior to sending to Viking.

LECTURE/PRESENTATION SCHEDULING

Viking is a destination-focused cruise line and, therefore, we spend much more time in port than other lines. This means that occasionally a lecture will be programmed while the ship is still in port, typically

GUEST SPEAKERS' DUTIES

late afternoon and evening. The aim will always be to schedule as many lectures as possible during the limited sea time on each cruise. In the event that a lecture is scheduled on a port day, it remains the Guest Speaker's responsibility to ensure that they are back from any excursion and on board the ship in sufficient time to deliver the lecture.

RECORDING OF LECTURES

Lectures are recorded on board and replayed on shipboard systems for the duration of the cruise. This enables our guests to catch up with a lecture they might otherwise miss. The lectures are deleted at the end of each cruise.

REPORTING LINES

The Guest Speakers will report to the Cruise Director whilst on board.

RATINGS

Guest Speakers will be scored by the guests in the end of cruise questionnaire. Attendance numbers at their lectures will also be recorded. A combination of scores, audience numbers and the Cruise Directors report will determine if a Guest Speaker is invited back on a subsequent cruise. Any future bookings are based on successful scores and will be cancel if deemed necessary.

SHORE EXCURSION ESCORTING

Guest Speakers and their Companions will be encouraged to escort shore excursions. This, however, will always be at the discretion of the on board management. Where appropriate, Guest speakers will escort excursions relevant to their area of expertise.

ENTERTAINING GUESTS ON BOARD

It is appreciated if you host occasional tables during the cruise; complimentary house wine is available at lunch at dinner for all on board. Please speak to the Restaurant Manager to arrange.

JPEGS AND BIOGRAPHICAL NOTES

Each Guest Speaker will supply a high resolution (300dpi) head and shoulders image in ".jpg" format and a 150 word and a 50 word biographical note for use on the Viking website, in marketing material and end of cruise DVD.

GUEST SPEAKERS' DUTIES

SHARING OF LECTURE TITLES AND CONTENT – A COLLABORATIVE APPROACH

In order to ensure a successful and cohesive enrichment program for our guests and to minimize the redundancy of presentation content, we strongly urge all Guest Speakers, booked on the same cruise, to communicate with each other via their respective agencies prior to departure. By agreeing to travel, you are by default agreeing to engage with this collaborative approach. Please note, speakers represented by a UK-based agency may communicate directly with Viking with regard to presentation titles and content.

MEDIA AGREEMENT

- (a) The Guest Speaker is not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential the Lecturer should seek advice from Viking direct or via their agent representative.
- (b) Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. The Guest Speaker should refer these inquiries to authorized Viking spokespersons.
- (c) Whilst on-board and ashore, the Guest Speaker is required to be an ambassador for Viking at all times, including any post made on social media. Please refrain from voicing any personal political views.

ACKNOWLEDGEMENT OF GUEST SPEAKER DUTIES & REQUIREMENTS

ACKNOWLEDGEMENT OF GUEST SPEAKER DUTIES & REQUIREMENTS

By agreeing to travel you are by default agreeing to all the requirements set out in this document. Viking retains the right to cancel the appointment of any Guest Speaker prior to travel in the unlikely event that these conditions are not met or we have reason to believe that they will not be met to an acceptable standard. Please note you will also be subject to the Terms & Conditions as set out on our website, www.Viking.com.