(Name of Institution)

ALO On-Site Visit Logistics Form for WSCUC Visit

(ALO – please feel free to edit this form as needed)

Please return this form by **[date]** to the ALO **[ALO name]** at: **[ALO contact information]**

Your name and institution:

Email:

Phone:

# Accommodation

\*\* Please do not book your own accommodation. Submit all accommodation requests to the ALO.

We have arranged accommodation at the **name/location/website of hotel** for the following nights: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide the following information:**

If you need lodging for additional nights, please state the dates:

(You will be responsible for payment for these additional nights).

Details of any dietary needs (food aversions, allergies, or special diets): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of any special needs to accommodate disability or injuries. If walking long distances is difficult or not advisable for you, please include that and any other needs here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Transportation

How will you be travelling to the campus (e.g., car, plane)?

If you are flying, the closest airport is: **[ALO to complete]**

We will arrange for transportation from this airport to the hotel and campus and will advise you of these arrangements closer to the time of the visit. If you prefer to take a taxi or ride share, please indicate here.

Please provide your flight information as follows:

**Incoming flight:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Airline/Flight # | City of Origin | Destination City | Arrival Time |
|  |  |  |  |  |

**Departing flight:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Airline/Flight # | City of Origin | Destination City | Departure Time |
|  |  |  |  |  |

Comments or questions: