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| Preference Questions Notes |
| **Traveler Full Name:** |  |
| **Date of Talk:** |  |
| **International visitor –** if yes, paperwork for Visa needs to be started at least 2 – 3 months prior to visit. Let Ulrika know ASAP if we need to work with the individual to get a Visa |  |
| **Airfare** |  |
| Do they want the Dept. to purchase their airfare, or would they prefer to purchase their own ticket and be reimbursed?  |  |
| Send e-mail introducing Speaker to Ulrika and letting her know if they want her to book their flight and make a hotel reservation – cc Wendy to make sure someone else is in the loop.  |  |
| **Lodging** |  |
| Do they need us to make a hotel reservation – or are they planning to stay with friends or family in the area?  |  |
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| If they want to purchase their own airfare, etc – we still need to communicate the protocol for reimbursement – Ulrika needs to forward the reimbursement instructions – need the guest’s **e-mail address**.  |  |
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| Need the following: Talk title |  |
|  Abstract of talk |  |
|  Bio of the Speaker – needed for promotion of talk  |  |
| **Technology –** Will they bring/use their own laptop or do they need the department to provide a laptop |  |
| If the dept is providing a laptop – what version of PowerPoint are they using – so we can make sure everything works. |  |
| Do they have any other technology, audio visual needs for the lecture?  |  |
| Other Information |
| Will they need an office to work in while they are here?  |  |
| Any special accommodations needed / disability, etc.  |  |
| Reception – are they available, and do we need to make arrangements |  |
| For Faculty dinner plans – does the guest have any dietary restrictions that need to be taken into consideration for selecting the restaurant?  |  |
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| Any other instructions that will help the event go smoothly?  |  |
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