Site visit logistics checklist

Transportation
Due date: as soon as possible after notice of site visit team
- Site visitors will book their own travel
- Provide information to all site visitors on the most convenient airport and/or train stations (use enclosed logistics form)
- Provide information to all site visitors on transportation options from airport/train station to the hotel (use enclosed logistics form)
- If location does not have ready taxi access, contact CEPH coordinator
- Provide information to the CEPH coordinator on who will escort the team to the site visit's first morning meeting, including where and when to meet

Lodging
Due date: no later than one month before site visit
- Hotel should have internet access available
- Hotel should have in-house and/or very convenient nearby dining
- Hotels with gyms are greatly appreciated, though not required
- All rooms should have workspace with a desk, outlets and good lighting
- Reserve one non-smoking room for each site visitor
- Check-in date is the day before the site visit begins
- Check-out date is final site visit day
    - CEPH will advise if any visitor needs differ from this
- Reserve space at hotel for executive sessions on all visit nights
    - Can place team chair in a suite with a separate living room for this purpose, or
    - Can reserve a separate meeting room at the hotel
- Provide each site visitor with a confirmation number and general hotel information (use enclosed logistics form)

Agenda
Due date: one month before site visit
- Work with CEPH coordinator to develop agenda
- See letter with preliminary reviewer comments for information

Meeting space
Due date: site visit's first day
- Best approach is generally to designate one meeting room that can accommodate both resource files and all interviews/meetings
    - If resources must be in separate room, should be nearby
    - Lunch meetings may often need to be in separate location
    - Team may need to travel to president's/provost's office
    - Travel time between meetings should be minimized
- Windows/natural light are appreciated, though not required
- Meeting room should have electrical outlets for site visitors who use laptops
- Meeting room and/or resource room should have computer with internet access and in-room or nearby printer with unfettered access by team
- Nearby photocopier access should be available
- Exit briefing room should have laptop connected to LCD projector and screen

Dining
Due date: site visit's first day
- Provide water, coffee, other beverages and snacks in the meeting room throughout all days
- Provide a list of restaurants convenient to the hotel, including a range of options
    - Site visitors often conduct working dinners, so environment is important
- Lunch meetings are typically included in the agenda
- Final day lunch is a working lunch for the team alone and should be provided in the resource/meeting room when possible
- Provide vegetarian options (CEPH coordinator will advise of any other dietary restrictions)
- Social events, other than working lunches, are not permitted

Payment
Due date: visit's conclusion
- CEPH will bill program/school for site visitor expenses at visit's conclusion
- Program/school may arrange direct billing of hotel or other expenses (please let CEPH staff know in advance which expenses will be direct billed)

Please contact the CEPH office if you have any questions: (202) 789-1050