Site visit logistics checklist

**Transportation**
**Due date: as soon as possible**
- Site visitors will book their own travel. Work with CEPH coordinator to advise on most convenient airport/train station
- Site visitors will take taxi/rideshare from the airport/train station to the hotel. If location does not have ready taxi/rideshare access, contact CEPH coordinator

**Lodging**
**Due date: no later than one month before site visit**
- Set up direct billing of rooms to university. Site visitors can provide a credit card for incidentals
- Hotel should have high-speed internet access
- All rooms should have workspace with a desk, outlets and good lighting
- Hotel should have in-house and/or very convenient nearby dining
- Hotels with gyms are greatly appreciated, though not required
- 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 the first night
  - 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 confirmation numbers on agenda

**Meeting space**
**Due date: site visit's first day**
- Best approach is generally to designate one meeting room that can accommodate all interviews/meetings
  - 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 should have computer with internet access and in-room or nearby printer with unfettered access by team
- Exit interview 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

**Agenda**
**Due date: draft by three months before the site visit**
- Work with CEPH coordinator to develop agenda
- Templates available on the CEPH website

**Payment**
**Due date: visit's conclusion**
- CEPH will bill program/school for site visitor expenses at visit's conclusion

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