

IAEA-Argonne Training Course Information

International Programs Section
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Preparation Checklist

Immediately:

- ___ Argonne Visitor Registration - Required for clearance.
- ___ Form A – Statement of Conduct/Safety Compliance.
- ___ Submit application for U.S. Visa. Include all support documents with application and monitor the status regularly.
- ___ Participants from countries covered in the Visa Waiver Program (VWP) should verify eligibility.

As soon as possible:

- ___ Read this entire document in its entirety.
- ___ If sponsored by the IAEA or if considered cost-free, email flight itinerary to IAEA-ANLCourse@anl.gov. If we do not receive this information, the hotel reservation will be cancelled.
- ___ If sponsored by Argonne, confirm the accuracy of the travel reservation and confirm whether a Transit Visa is required for travel, identifying your source of information. If required, apply for all necessary transit visas.

Upon receipt of U.S. Visa:

- ___ Inform Argonne immediately.
- ___ Check U.S. Visa for any errors.

Shortly before departing for the U.S.:

- Refer to the training course website international.anl.gov/courses.html for additional information, such as transportation instructions and calendars.

Additional reminders:

- Bring your personal laptop with adapter as public computers will not be readily available.
- Bring notebooks, pens, pencils, and highlighters (etc.) for taking notes.
- Check the current weather in the Houston area and bring appropriate clothing.
- Contact your credit card company prior to departure to notify them that you are travelling outside of your country. This will prevent a possible freeze or hold being placed on your card by the company.
- If taking medication, travel with the correct amount to cover the time period in the U.S.
- Be prepared to pay the taxi/limousine driver by cash or credit card for transportation from airport to hotel.

Before Leaving Home - Preparing for the Training Course

Required Submissions

1. Visitor Registration - This must be completed immediately. The registration information is required for a security clearance. If the participant does not have his/her visa yet, please enter "Applied For" in the Visa Number field and select the visa type that is being applied for from the dropdown box, and for the expiration date, enter the date the form is being submitted.
2. Copy of Passport - This is required to complete your visitor registration. Please fax our office the page with your photo and the most current expiration date (if you've extended it, this date may be on a second page).
3. Form A - Statement of Conduct / Safety Compliance – This must be submitted immediately.
4. Detailed Flight Itinerary –
 - a. Participants funded by IAEA (Category 1) and Cost-Free Participants must send his/her flight itinerary to IAEA-ANLCourse@anl.gov immediately upon receipt of a finalized flight reservation. ***If we do not receive a participant's travel information by 12:00 p.m. the Friday before the course starts, we will cancel the hotel reservation and there will be no guarantee that a room will be available upon arrival.***
 - b. Participants funded by Argonne (Category 2) must confirm the accuracy of the prepaid travel reservation sent by Argonne and confirm whether a transit visa is needed (providing source of information). ***Participant travel purchased by Argonne is subject to the Travel Policy included below.***

Travel Policy

This policy and procedure is designed to act as a guideline for participants of IAEA-Argonne courses whose travel is being arranged and purchased by the International Programs (IP) Section at Argonne National Laboratory.

Upon completion of all required forms and confirmation of receiving his/her visa, the Argonne Travel Office will arrange a roundtrip travel reservation from the participant's home country to Houston for arrival one day prior to the course start date and for departure one day after the course end date. His/her first choice airport selection will be used unless there are no available flights that comply with the Fly America Act, which the Argonne Travel Office is held responsible to follow.

If the participant wishes to make any change to the purchased travel reservation (including cancellation), s/he is solely responsible for the costs. To make the changes, s/he must do so by working directly with the airline. The participant should make it clear to the airline that the requested changes to the ticket and corresponding costs will be made using his/her own personal credit card. In case of no show or reservation cancellation, the participant is held responsible for reimbursing Argonne for the cost of the unused ticket immediately. Exceptions may be granted on a case-by-case basis.

5. Bank Information Form – This **may** be required of Category 1 or Category 2 participants only. Please see your invitation email for instruction on how you will receive your stipend.

Applying for a U.S. Visa

U.S. Visa - Participants should apply for a visa. The usual visa types for this training purpose are the A-1, B-1 and G-4; however, the U.S. Embassy staff can assist with choosing the proper visa application. It is important to apply for the visa as soon as possible due to lengthy processing times. When applying, all support letters and documents from IAEA and Argonne should be included with the application, including a letter written by Argonne to the U.S. Embassy in support of the participant's attendance. This letter states the funding source responsible for covering travel, lodging and incidental expenses. Participants will receive no funds from the U.S.

Status of visa applications should be monitored regularly. If difficulties are encountered when obtaining the visa, or if it is not received 14 days in advance of the departure date, an email should be sent to the Argonne training course office at IAEA-ANLCourse@anl.gov as soon as possible. The email should include the application number and the address of the U.S. Consulate/Embassy where the application is being processed, including the reason stated for the delay or denial.

Once the approved visa is received, it should be checked carefully for any errors and corrected in the office where the visa was processed. Corrections cannot be made from within the United States.

Visa Waiver Program – Participants from countries covered in the Visa Waiver Program (VWP) are allowed to attend without obtaining any additional U.S. visa by registering online in the U.S. Homeland Security's Electronic System for Travel Authorization (ESTA) system at <http://www.cbp.gov/travel/international-visitors/esta>. This automated system will determine the eligibility of visitors to travel to the U.S. under the VWP. If eligible, the participant is requested to inform the Argonne training course office at IAEA-ANLCourse@anl.gov.

Transit Visas - It is the participant's responsibility to inquire if a transit visa will be needed for stopovers in other countries. Many countries/airports process transit visas at the airport itself; however, some transit visas must be issued in advance from the participant's home country by the applicable consulate of that country. Since these rules and regulations are subject to change from time to time, it is necessary to check the requirements before travelling.

Dependents – The U.S. cannot assume responsibility for the dependents or provide support for their visas. Therefore, it is strongly recommended that family members do not accompany participants in the U.S. at the time of training.

Medications

Persons taking medication should travel with the correct amount to cover the time period in the U.S. Obtaining medicine in the U.S. is very expensive and can only be obtained if a U.S. physician writes the prescription.

Website for Training Course Information

In the weeks before the training course, participants will be notified when course information is available online at international.anl.gov/courses.html. The website will include the course prospectus, calendar of lectures, social calendar, lecture material, vitae, and other relevant information. All lecture material will be available for downloading at the website. A password will be provided to all participants on the first day of training.

Arrival in the United States

Airport and Travel Information

Luggage - It is important to carry at least one (recommend two) change of clothing in carry-on bags on the airplane in the event that checked baggage is delayed. A nametag should be placed on all checked baggage when departing home. Valuables should be left at home.

Transportation from Airport– Please arrange your own ground transportation from the airport to the hotel. **Upon arrival at the hotel and before departing the taxi or limousine, please be prepared to pay the driver with cash or credit card.** Payment for the transportation is the responsibility of the participants.

Transportation Vendor Recommendations:

Yellow cab 1-713-236-1111

Super Shuttle 1-800-258-3826 (24-hour line) to book reservation or www.supershuttle.com

Hotel Accommodations

Room Reservations –Argonne staff will make hotel reservations at Extended Stay America, which is located approximately 1 mile (1.6 km.) from the MD Anderson Cancer Center. All participants are required to stay at the Extended Stay America.

Cancellation Policy – If there is a change in the flight schedule or date of departure **prior to the departure date from home**, please contact the Argonne training course office via email at IAEA-ANLCourse@anl.gov immediately in order to adjust or cancel a room reservation.

If an unexpected situation occurs on the date of scheduled departure, it is imperative to notify the hotel **no later than 12:00 p.m. CST on the day of arrival**, to inform of the situation by calling the toll-free number (1-866-599-6674). If the situation occurs within the U.S., the number can be dialed from any telephone free of charge. If the problem occurs while in transit in another country, the toll-free number should be provided to the telephone operator. The operator will inform if the call is free of charge or if there is a fee to place the call. If possible, please also send an email to IAEA-ANLCourse@anl.gov by 12:00 p.m. CST on the day of arrival, and a staff member will contact the hotel to confirm the room cancellation. **If the reservation is not cancelled, the charge is the responsibility of the participant.**

Arrival at Hotel – Upon arrival at the hotel, please check in at the front desk. The rooms are reserved under participants' names.

Hotel Payment – **With the exception of cost-free participants, Argonne will pay the hotel directly.** However, the hotel does require a **valid credit card** at check-in for incidentals/damages or otherwise a US \$100 cash deposit per room will be collected. The deposit is refunded at check-out after satisfactory inspection.

Telephone Use and Charges - Due to the expense of outgoing calls made from the guestroom phone, purchasing a phone calling card is highly recommended. Phone cards are available for purchase at many local stores. **The room occupant is responsible for any phone charges incurred in the guestroom.**

Food Services – The hotel offers a complimentary breakfast each morning (6:00AM to 9:30AM). The front desk staff can provide information about local restaurants that are within walking distance or that can be accessed by the complimentary shuttle service.

Internet Access – Extended Stay offers free wired and wireless internet service for guests' personal computers. Services are provided to automatically supply an IP network number to a properly configured computer.

Hotel Amenities – The hotel offers complimentary coffee/tea and a grab and go breakfast option in the lobby every morning. Additional information about the hotel and the surrounding area can be found at: <http://www.extendedstayamerica.com/hotels/tx/houston/med-ctr-reliant-pk-braeswood-blvd> or by asking a staff member at the front desk.

Training Course Participation

Validity of IAEA Training Course Participant Award

By accepting the award of participation in the IAEA Training Course Program, it is agreed to comply with the obligation of attending all lectures and other course-related working sessions, as well as staying at the lodging reserved by Argonne. Hotel reservations must not be altered or cancelled. Should a participant not be present at a training course session, without prior notification to and consent from the IAEA and the host country, the award may automatically be cancelled, and may be sent home.

Emergency Contact Information

On the first day of training, each participant will receive an emergency card. The card will include course title, dates, participant name and an important telephone number to call in an emergency. If an unexpected problem or medical emergency causes a participant to be late or absent from the course, **it is required to call 1-630-252-3385 (during training course hours) or 1-630-252-7148 (after training course hours) to inform the training course staff and to receive any special instructions.** If at any time a participant is taken to a medical facility for treatment (emergency or non-emergency), a phone call is required as soon as possible. If the call goes to voice mail, participant name and contact information should be left on the message.

In case of a life-threatening emergency, dial 911 from any telephone. This will provide assistance from fire, medical and police personnel. The dispatcher will ask for name, location and the nature of the emergency. As soon as possible after the emergency is controlled, participants must follow the instructions stated in the above section to notify staff.

Training Course Information

Lectures– The lectures will be held onsite at MD Anderson Cancer Center. Times and locations will be provided closer to the start of the course.

Refreshments –Coffee and tea are available on each day of the course. A light snack will be provided during the morning break. Please keep the kitchen and break areas clean.

Faxes and Photocopies – A fax machine and photocopier are available in the training area. If assistance is required, please see the training course staff.

Additional Information

Shopping and Sightseeing - A social calendar of other planned evening activities will also be provided to participants.

Personal Mail/Packages – All personal mail should be delivered to the hotel address: Extended Stay America, 1301 South Braeswood Blvd., Houston, TX 77030. The front desk will notify hotel guests of any mail or packages that are delivered. Do not have deliveries sent to MD Anderson Cancer Center.