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August 20, 2014

Dear IAEA Participants:

On behalf of the International Atomic Energy Agency (IAEA) and Argonne National Laboratory, we would like to welcome you to the IAEA-Argonne "Group Fellowship Training on Introduction to Physics and Administrative Aspects of Radiation Oncology for Administrative Staff" 25-29 August 2014. We hope you have a pleasant trip and will be settled in soon.

All participants will receive their full stipend and lodging expenses Monday morning, August 25, 2014, at Argonne before the first lecture of the day begins. It is your responsibility to pay your bill in full at the hotel immediately upon arrival. The cost for the room is \$102.96 per night. This cost includes a \$5.00 per day allowance to be used toward your breakfast. If at the end of your stay, you have exceeded the accumulated \$5.00 per day amount, the excess amount will be charged to your final bill. Please note that you will not be refunded any unused breakfast allowance. Aloft requires a credit card upon check in at the hotel. If you prefer to pay your hotel bill with cash, they will still need the credit card on file for any incidental charges incurred by you. If you do not have a credit card, it is required that you pay the full bill and all incidental expenses as they are incurred for the entire stay with cash. Reservations have been made by the Argonne staff and must not be altered or cancelled.

**For your convenience**, computers are available to guests for no fee inside the hotel lobby.

**You are invited to attend a social event on Monday , August 25** that will be held in the Aloft lobby at 6:00 p.m. to welcome the training course participants and provide important information about the training course and Aloft amenities that are available to you. This event is hosted by Aloft Bolingbrook, and a local restaurant. A light snack and beverages will be served. We hope to see you there.

Each day a complimentary shuttle will be provided to bring you to and from Argonne. **Promptly at 7:15 a.m. on Monday, August 25, 2014, the bus will depart in front of the hotel to bring you to the lecture hall.** Please be punctual. If you have any problems, please call 1-630-252-3385 to speak with training course personnel. For the remainder of the training course, the bus will depart the hotel at **8:15 a.m.** each morning and bring you directly to Building 223.

Upon arrival to Argonne the first day, the bus must stop for participants to receive gate passes to access the Argonne site. Please have your passport with you in order to receive the gate pass. The gate pass is valid for the duration of the training course. **Safety and Security are always foremost at Argonne. All comments or jokes about the presence of explosives, weapons, or any statements perceived as threatening will be taken very seriously and will be considered an actual threat. Employee and visitor vehicles are randomly selected to be searched upon entering the site.**

At your earliest convenience, please take time to read through the guide "[Training Course Information](http://international.anl.gov/training/indexAW.html)" on our website <http://international.anl.gov/training/indexAW.html> as it contains necessary information that you will need to be aware of during your visit. Any questions you have can be answered by the training course personnel.

Warm Regards,  
Training Course Staff