

# **IAEA-Argonne Training Course Information**

International Programs Section  
Argonne National Laboratory  
Argonne, Illinois USA

**Training Location: Centers for Disease Control and  
Prevention (CDC)**

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# Preparation Checklist

## **Immediately:**

- Argonne Visitor Registration - Required for clearance.
- CDC 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](mailto: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](http://international.anl.gov/courses.html) for additional information, such as transportation instructions and calendars.

## **Additional reminders:**

- If you would like to bring your own laptop, you are welcome to but it is not required for the training.
- Bring notebooks, pens, pencils, and highlighters (etc.) for taking notes.
- Check the current weather in the Atlanta 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 with cash for transportation from airport to hotel.
- Be prepared to provide the hotel with a credit card upon check in.

# 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. Please note: do NOT exceed more than 40 characters in any field; an error will result.
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](mailto: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.***

*The travel policy is designed to act as a guideline for participants of the IAEA-Argonne training course program 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 visa issuance, the IP staff will make a travel reservation for the participant through Argonne's travel service partner, Omega World Travel (travel agency). The travel reservation will be arranged as a round-trip flight between the participant's home city and Atlanta for arrival one day prior to the course start date and for departure one day after the course end date. The participant's first choice airport selection will be honored unless there are no available flights that comply with the [Fly America Act](#), which Omega World Travel is mandated to adhere. Argonne policy also mandates that the most efficient and cost-effective option available be purchased.*

*If the participant wishes to make any change to the purchased travel reservation, the participant must do so on his/her own by contacting the airline that is operating your flight directly; Omega World Travel will not make any changes to your ticket. All resulting charges are the responsibility of the participant. His/her own personal credit card must be provided at the time of the requested change. In the case of a no-show or a cancellation, the participant will be held responsible for reimbursing the IP Section at Argonne for the full cost of the unused ticket.*

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](mailto: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](mailto: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. Only training course participants will be granted visitor access to the CDC site.

### **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](http://international.anl.gov/courses.html). The website will include the course prospectus, course calendar, social calendar, lecture material, lecturer vitae, and other relevant information. All

lecture material will be available for downloading at the website (password will be provided on the first day of the course), and a CD of the materials will be provided to each participant at the end of the course.

## 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. It is recommended that you use take the MARTA subway instead of a taxi as the total cost will be much lower (approximately \$12 instead of \$50).

The MARTA station is directly connected to the Hartsfield-Jackson Airport Domestic baggage claim area. (Note: Depending on your flight itinerary, your luggage may arrive in either the domestic or the international baggage claim area – Please check with the airline directly.) If you arrive at the International Terminal, after you clear the Customs and collect your luggage, you can take the free shuttle bus to the Domestic Terminal where MARTA train station is located. This takes approximately 12 minutes. Once you arrive at the MARTA station, you can take either the Gold or Red Line metro Northbound to the LINDBERG Station (LiSt) from the Airport Station (AiSt). Note: The last Red Train leaves Airport Station at 8:30PM. Trains leave every 20 minutes. The one-way fare is \$2.50 (but for your first ride you will also need to purchase a \$2 Breeze Card, which can be re-loaded for your departure transportation) and the ride will be approximately 35 minutes long.

The LINDBERG Station is only one mile from the Residence Inn Atlanta Buckhead where you will be staying (Hotel Address: 2960 Piedmont Road NE, Atlanta, GA, 30305). You can either call Buckhead Taxi (1-404-875-3777) or call the hotel (1-404-239-0677) to see if a shuttle is available (for free) to pick you up from the station and bring you to the hotel. The shuttle is subject to availability and time of arrival (it operates from 7AM-12PM and 3PM-10PM). The cost of the cab will be approximately \$8.00 from the LINDBERG Station to the hotel. **Upon arrival at the hotel and before departing the taxi, please be prepared to pay the driver with cash or credit card.** Payment for the transportation is the responsibility of the participants. For your return to the airport, you will be traveling from the LINDBERG Station Southbound to the Airport Station.

Other transportation options include Uber (Approx. Cost \$19-\$24 per person; pick-up at the International Terminal) and Super Shuttle (One Person: \$30 one-way, \$53 round-trip; Two People: \$20 one-way, \$35 round-trip – per person). For Super Shuttle, reservations must be made in advance at <http://www.supershuttle.com/>; the location of the Super Shuttle is the domestic baggage claim area.

## Hotel Accommodations

Room Reservations –Argonne staff will make hotel reservations at Residence Inn Atlanta, which is located approximately 8 mile (12.8 km.) from the Centers for Disease Control and Prevention. All participants are required to stay at the Residence Inn Atlanta-Buckhead. Each room has a king bed and includes a refrigerator, stove, microwave, and coffee maker.

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](mailto: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 hotel directly (1-404-239-0677). 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](mailto: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 room is reserved under your name. The cost for the room is \$119.84 per night, inclusive of taxes. **Please refer to your invitation e-mail from Argonne for hotel payment information.**

Credit/Debit Card Policy - Debit and Credit cards will be authorized at check-in for the amount of the stay, plus an amount to cover incidentals (\$140.00). The authorization will hold the funds until check out, at which time the amount actually incurred during the stay will be charged. Authorized amounts may take up to 30 days after departure to be released by the participant's bank or financial institution and the hotel will not be responsible for any resulting fees or charges.

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 Monday through Friday and 7:00AM to 10:00AM Saturday and Sunday). 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 – Residence Inn offers free wireless internet service for guests' personal computers.

Hotel Amenities – In addition to food services, the hotel offers a complimentary hot breakfast buffet in the lobby every morning, outdoor swimming pool, fitness center, shuttle service (within a 3 mile radius from 7AM to 12PM and 3PM to 10PM), and much more. Additional information about the hotel and the surrounding area can be found at: <http://www.marriott.com/hotels/local-things-to-do/atlbh-residence-inn-atlanta-buckhead/>. **Residence Inn Atlanta is a 100% smoke-free environment. A guest may be charged a significant room recovery fee who do not comply in order to cover the extensive cost of restoring guest rooms to a smoke-free condition.**

## **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.** The local contact is available at 1-404-403-9030. 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**

Bus Service To/From CDC - Transportation is provided to and from CDC each day for training course participants. The bus will depart each morning in front the hotel to take all participants to the lecture location on the CDC site. The bus will also provide transportation back to the hotel at the end of each day. Please be punctual.

Lectures– The lectures will be held onsite in Building 106 at CDC (4770 Buford Highway NE, Atlanta, GA, 30341).

Faxes and Photocopies –Please see the training course staff.

### **Additional Information**

Shopping and Sightseeing - A social calendar of other planned evening activities will be added to the course website.

Personal Mail/Packages – All personal mail should be delivered to the hotel address: Residence Inn Atlanta Buckhead, 2960 Piedmont Road NE, Atlanta, GA 30305. The front desk will notify hotel guests of any mail or packages that are delivered. Do not have deliveries sent to CDC.