



Training Course Information Packet

International Programs Section
Argonne National Laboratory
Argonne, Illinois USA

Training Location: MD Anderson Cancer Center

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Preparation Checklist

Immediately:

- ___ Argonne Visitor Registration - Required for clearance.
- ___ Form A – Statement of Conduct/Safety Compliance.
- ___ Passport – Upload clear copy of passport to <https://international.anl.gov/iaeaapplications.html>
- ___ 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 document in its entirety.
- ___ If the participant is sponsored by the IAEA or if considered cost-free, email flight itinerary to IAEA-ANLCourse@anl.gov. If not received, the participant's hotel reservation will be cancelled.
- ___ If the participant is sponsored by Argonne, confirm the accuracy of the travel reservation and confirm whether a Transit Visa is required for travel, identifying the 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 an adapter plug for personal laptop and cell phone.
- Bring notebooks, pens, pencils, and highlighters (etc.) for taking notes.
- Check the current weather in the Houston area and bring appropriate clothing.
- Contact credit card company prior to departure to notify them of travel to U.S. This will prevent a possible freeze or hold being placed on the 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/limo driver by cash or credit card for transportation from airport to hotel.
- Be prepared to provide Extended Stay hotel with a credit card upon check in.

Before Leaving Home - Preparing for the Training Course

Required Submissions

Argonne Visitor Registration (All Participants) – The visitor registration must be completed immediately. The registration information is required for a security clearance, which must be approved before authorizing the participant's access to the Laboratory. 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; otherwise, an error message will result.

Copy of Passport (All Participants) – This is required to complete your visitor registration. Please upload a clear copy of your passport to our secure link <https://international.anl.gov/iaeaapplications.html>. In the description field, please list your name and the dates of the course you are attending.

Form A (All Participants) – This statement of conduct/safety compliance form must be submitted immediately.

Bank Information Form (Category 1 or Category 2 Participants) – 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.

U.S. Visa (All Participants) – Participants should apply for a visa immediately. 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 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 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 MD Anderson Cancer Center site.

Detailed Flight Itinerary (Category 1 and Cost-Free Participants) – 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. The airport the participant will fly into from your home country is Houston’s George Bush Intercontinental Airport (IAH). If not received by 12:00 p.m. the Friday before the course starts, the hotel reservation will be canceled and there will be no guarantee that a room will be available upon arrival.

Confirmation of Travel Reservation (Category 2 Participants) – 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.

Travel Policy 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 Houston (George Bush Intercontinental Airport – IAH) 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.

It is the participant’s responsibility to confirm the flight and all travel details with the airline prior to departure. In the case of a flight delay, cancellation, time change, routing change, or other issue(s) imposed by the airline, the participant is **to immediately contact the airline directly** for assistance. In the case of a no-show or a self-cancellation (due to lack of transit visa or other travel documents, missed flight, or other reasons), the participant will be held responsible for any additional costs or reimbursing the IP Section at Argonne for the full cost of the unused ticket. Please inform IAEA-ANLCourse@anl.gov of late arrival or cancellation.

If the participant wishes to make any change (personal or business) to the purchased travel reservation, the participant must provide written approval from his/her authority to the IP Section. If the change is for a business reason, please also provide supporting documentation. The IP Section will then deliberate with the IAEA to make the decision on whether this request is approved. If granted approval, the participant must make the change on his/her own by contacting the airline that is operating his/her flight directly. 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. Please forward the new itinerary to IAEA-ANLCourse@anl.gov.

Please **do not** contact Omega World Travel for any of the above cases since the ticket is controlled by the airline.

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, 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).

Weather in the Houston Area

The weather in the Houston, TX area lies within the humid subtropical climate zone. August normally ranks as the warmest month at 84.6°F (29.2 °C) and January the coldest month at 53.1°F (11.7 °C). The normal annual precipitation measures 49.77 inches (1,264 mm). Occasional severe weather of Houston mostly takes the form of flooding. Depending on the time of year, the participant should **dress accordingly, bringing clothing appropriate for the weather**. A suggested website for current weather is: <http://www.accuweather.com/en/us/houston-tx/77002/weather-forecast/351197>.

Arrival in the United States

George Bush Intercontinental Airport (IAH) 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 George Bush Intercontinental Airport Please arrange your ground transportation from the airport to the hotel. Upon arrival at the hotel and before departing the taxi or shuttle, 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) or www.supershuttle.com to book reservation

Hotel Accommodations- Extended Stay America

Room Reservations

Argonne staff will make hotel reservations at Extended Stay America – Braeswood Blvd., 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. Each room has a king bed and includes a fully equipped kitchen. 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>.

Cancellation Policy

If there is a change in the flight schedule or date of departure **prior to the departure date from home**, please contact 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 Aloft Bolingbrook **no later than 12:00 p.m. CST on the day of arrival**, to inform of the situation by calling the toll-free number (1-877-462-5638). 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 room is reserved under the participant's name. **Please refer to the 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. 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. **If the hotel bill is paid at check-in with cash, the hotel will still request a credit card on file for any incidental charges incurred in the room. If a participant does not have a credit card, it is required that the incidentals are paid for the entire stay as they occur with cash.**

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 grab and go 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 and Area Information

Hotel amenities include a swimming pool (open seasonally), fitness room, coin-operated laundry facility, shuttle service, and much more. 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.

MD Anderson Cancer Center

MD Anderson Site Information

No Smoking Policy Smoking is prohibited on the MD Anderson site.

On-Site Food Services A variety of food choices are available on-site at MD Anderson. More information will be provided during the course.

Houston Information about Houston, can be found at:

<https://www.mdanderson.org/content/dam/mdanderson/documents/about-md-anderson/careers/working-in-houston/why-houston-brochure.pdf>.

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 (outside 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 Times and building location will be identified closer to the start date of the course. Lecturers will begin according to the distributed course calendar. Participants will be notified if there is a change in the schedule. Daily evaluations reflecting on the previous day's lectures should be completed by all participants.

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 break areas clean.

Faxes and Photocopies Please see training course staff.

Administrative Evaluation On the last day of the course, all participants will be asked to complete the administrative evaluation. The feedback received through this evaluation is incredibly valuable to the program, and thus the evaluation is considered a course requirement.

Additional Information

Shopping and Sightseeing A social calendar of planned/suggested evening activities will 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 the MD Anderson Cancer Center.