



Training Course Information Packet

International Programs Section
Argonne National Laboratory
Argonne, Illinois USA

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Preparation Checklist

Immediately:

- Argonne Visitor Registration - Required for Argonne site 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. (Note: Laptops are not required. Each participant will be assigned a computer to use on-site at Argonne)
- Bring notebooks, pens, pencils, and highlighters (etc.) for taking notes.
- Check the current weather in the Chicago 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 Aloft Bolingbrook 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.

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 Argonne 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 Chicago O'Hare International Airport (ORD). 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 Chicago (Chicago O'Hare International Airport – ORD) 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 (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.

Prior to departure, the participant should confirm the flight and all travel details with the airline. Should the participant have any problems with his/her travel, such as a flight delay, cancellation, time change, routing change, missed connection, or other issue(s), **the participant is responsible for resolving this issue on his/her own with the airline directly** by immediately calling the airline or if en-route, visiting the airline's desk at the airport since the ticket is controlled by the airline (not by the IP staff or Omega World Travel). Please inform IAEA-ANLCourse@anl.gov of the change.

In the case of a no-show or 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 and/or reimbursing the IP Section at Argonne for the full cost of the unused ticket. **If the participant has a travel change that results in a late arrival date or cancellation,**

please inform the hotel directly by writing to lucy.raymond@aloftbolingbrook.com and copy IAEA-ANLCourse@anl.gov.

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 Chicago Area

The weather in the Argonne/Chicago, IL area lies within the humid continental climate zone, and experiences four distinct seasons. Summers are warm and humid, with a July daily average of 75.5°F (24.2°C). In a normal summer, temperatures can exceed 90°F (32°C). Winters are cold, snowy and windy, with some sunny days; and with a January average of 23.5°F (-4.7°C). Temperatures often stay below freezing for an entire day. Spring and fall are mild seasons with low humidity. 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/us/il/lemont/60439/city-weather-forecast.asp>.

Arrival in the United States

Chicago O'Hare International Airport (ORD) and Travel Information

Currency Exchange Seaway National Bank offers full banking services including foreign currency exchange services at the ORD Airport, located in the lower level of Terminal 5 (International Terminal) and open from 8:00AM to 8:00PM. It is highly recommended to handle exchanges at the airport as the local exchanges have limited hours and less currency options. For more information on Seaway National Bank at ORD Airport, such as types of services and currencies, please visit <http://www.flychicago.com/OHare/EN/AtAirport/Facilities/TravelerServices/Banking.aspx>.

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 Chicago O'Hare International Airport Please visit the website at international.anl.gov/courses.html to view options for ground transportation from the airport to the hotel. Payment and arrangement of this transportation is the responsibility of the participants.

Hotel Accommodations- Aloft Bolingbrook

Room Reservations

Argonne staff will make hotel reservations at Aloft Bolingbrook, which is located approximately five miles (8 km.) from the Argonne property. All participants are required to stay at the Aloft Hotel. Each

room has a king bed and includes a refrigerator (microwaves are available upon request for no additional charge). Additional information about the hotel and the surrounding area can be found at: <http://aloftbolingbrook.com>.

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.**

Make A Green Choice (MAGC) Program

Conserving water, energy and other resources is rewarding and great for the environment. As part of Aloft's green initiatives program, they are offering a \$5.00 Re-Fuel voucher by declining housekeeping (except day of departure). Currently, the cleaning schedule is Monday, Wednesday and Friday. If opting for MAGC, housekeeping will only clean the room (1) time per week. Please note that any unused allowance will not be refunded.

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

Located in the Aloft lobby is the [Re:Fuel](#) self-serve eatery full of mix-and-match meals and open 24 hours every day. The hotel also offers room service for those who prefer to stay in their room. 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. For IAEA-Argonne groups only, Aloft Bolingbrook offers complimentary "grab and go" breakfast items and coffee each morning for the participants' convenience in the lobby.

Internet Access

Aloft Bolingbrook 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. There are also two complimentary computers available in the hotel lobby area.

Hotel Amenities and Area Information

Hotel amenities include an indoor swimming pool, fitness room, pool table and games in the lobby, lounge, ATM machine, free passes to the LA Fitness Center located next to the hotel, shuttle service, and much more. Additional information about the hotel and the surrounding area can be found at: <http://aloftbolingbrook.com> or by asking a staff member at the front desk. **Aloft is a 100% smoke-free environment. A guest may be charged up to a \$500 penalty for evidence of smoking in the room.**

Bus Service To/From Argonne

Transportation is provided to and from Argonne 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 Argonne site. The bus will also provide transportation back to the hotel at the end of each day. Please be punctual.

Argonne National Laboratory

Safety and Security at Argonne

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.

Argonne Site Information

Argonne Visitor Gate Pass It is mandatory to wear a visitor gate pass at all times while on the Argonne site. The visitor gate pass should not be worn outside the Laboratory; however, it should be carried at all times, as it is required at the gate for re-entry to the site.

No Smoking Policy Smoking is prohibited in all interior space on the Laboratory site. Smoking is prohibited in any outdoor areas in front of air intake ducts or immediately in front of the main entrance to a building.

On-Site Food Services There is a cafeteria located on Argonne property that serves meals Monday through Friday. Breakfast served: 7:00 a.m. – 9:00 a.m. and lunch served: 11:15 a.m. - 1:30 p.m. For those who prefer to bring a lunch each day, there is a refrigerator, microwave and toaster oven available for use in the area of the training course area. Everyone is responsible for cleaning up after themselves. A microwave is also available in the seating area of the cafeteria.

Argonne Campus Information about Argonne, including a map of campus can be found at: <http://www.anl.gov/directions-and-visitor-information>.

Business Gift Policy at Argonne

Although it is customary in some countries to give or receive gifts to express appreciation or to strengthen business relationships, Argonne has strict policies against their employees accepting gifts. To avoid creating any problems, it is imperative that everyone respects this policy.

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, if the emergency occurs off-site, dial 911 from any telephone. If the emergency occurs on-site, dial 630-252-1911. 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 Argonne staff.

Training Course Information

Lectures Each morning the participants will meet in classroom M-070 in the lower level of Building 223. Daily evaluations reflecting on the previous day's lectures should be completed at this time. Lecturers will begin according to the distributed course calendar. Participants will be notified if there is a change in the schedule.

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.

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 Participants will have an opportunity to go to grocery stores and a variety of shopping locations nearby Aloft Bolingbrook within walking distance or by riding the hotel shuttle. A social calendar of other planned/suggested evening activities will also be provided to participants.

Personal Mail/Packages All personal mail should be delivered to the hotel address: Aloft Bolingbrook, 500 Janes Avenue, Bolingbrook, IL 60440. The front desk will notify hotel guests of any mail or packages that are delivered. Do not have deliveries sent to the Argonne address.