

# Host School Check List

1. Confirm agenda and discussions, as agreed upon by the participants.
2. Reserve meeting space that is quiet and conducive to the discussion. The space should be private and allow for worry-free conversation.
3. Arrange for a campus tour.
4. Prepare a notebook of materials including agenda, sample documents related to discussions, campus map, organizational chart, and other agreed upon resources. It is also helpful to provide an electronic version of all handouts.
5. Recommend preferred airport to participants.
6. Recommend local lodging accommodations and transportation services to / from the airport / institution.
7. Obtain itineraries from all participants in case issues arise where you need to make contact.
8. Arrange for meals. It is recommended each host school provide at least one on-campus meal in the student dining hall. Host school should cover the expense of all on-campus meals. Participants should cover their own off-campus meals. It is recommended, if agreeable to all participants, to make arrangements for one dinner or outing with local flavor, if time allows.
9. Arrange for refreshment break beverages and snacks throughout the visit.
10. Provide contact phone numbers (during/after hours) to all participants.