

To: cenintaf@ccs.sut.ac.th
 From: Ken Davidian <davidian@isu.isunet.edu>
 Subject: ISU Questions for SUT
 Cc: manu@ccs.sut.ac.th
 Bcc: LS, GD
 X-Attachments:

Dear D. Umaly and Mr. Omakupt:

Below are questions and comments we have following our site visit to SUT:

1. Below is a list of expected expenses and who is responsible for paying for them as stated in the Request for Proposals. Please let us know if you agree with all portions of this list and if not, what changes you would make. Costs for items which SUT is expected to cover are not needed. Please fill in costs for items which ISU is expected to pay.

Item - Who pays - How much - **COST**

FACILITIES

Office Facilities - SUT*
 Classroom Facilities - SUT*
 Amphitheater Facilities - SUT*
 Student Lodging - ISU - 600 β /night/room
 Staff Lodging - ISU - 800 β /night/room
 Faculty/lecturer Lodging - ISU - 800 β /night/room
 Linen Changes - ISU - included in room service
 Laundry Charges - ISU - shirt/t-shirt/pants - 15 β /item
 - underwear/socks - 10 β /item

* considered by ISU as an in-kind contribution of the host site

FIELD TRIP**

Field Trip Transportation - SUT
 Field Trip Lodging - SUT
 Field Trip Meals - SUT

** for students and staff

"owing to the economic situation, SUT is not sure if the responsibility for paying for the Field Trip could be borne by SUT. We can contribute only if the convenience in helping the arrangement of transportation and lodging at very low or reasonable rates. Cost has to be included in the fees."

SUPPORT EQUIPMENT

Photocopier Equipment (3) - SUT
 Photocopy Consumables - ISU - 1 β /page
 Computers (100) - SUT
 Telephone Equipment - SUT
 Telephone Call/fax Charges - ISU - within SUT/free, within Korat 3 β /call, long-distance fees apply
 Fax Equipment - SUT
 Pagers, Mobile Phones - ISU - SUT can provide equipment
 ISU Vans, Cars - SUT - ISU vans 1500 β /van/day not including gas
 ISU Vans, Cars Gasoline, Insurance - ISU - Insurance already paid. gasoline \rightarrow 12 β /litre

CEREMONIES

Opening Ceremony Facility - SUT
 Opening Ceremony Reception - SUT
 Closing Ceremony Facility - SUT
 Closing Ceremony Reception - ~~SUT~~ ISU
 Printing of invitations for both ceremonies - SUT

Food 300-350 β /person (western style food)
 Beverage 100 β /person
 Performances 5,000-10,000 β (Thai classical/ballet dance)

FOOD

Meals (3/day for 150 people) - ISU -

Conference Center
 Breakfast 100 β /person
 Lunch 160 β /person
 Dinner 160 β /person

Canteen
 30-50 β /meal/person

LOCAL STAFF

4-6 local staff people - SUT

\rightarrow Response given in table and not provided here...

2. How much are typically long-distance telephone charges from Thailand to the following cities? Paris, Moscow, New York, Houston, Barcelona, London, Montreal, Sydney, Tokyo, Beijing, Mexico City, Buenos

Aires

3. How much would it cost to have food service in the Hotel located in the Conference Centre with alternating days of western-style and Thai meals instead of eating in the food courts (academic and staff canteens)? *see previous page.*

Thank you for your hospitality and generosity during our visit to SUT and Nakhon Ratchasima.

Lucy Stojak and Ken Davidian

Peter - this is my email from which Ruben sent answers. The fax he sent me would not fax to you well so I copied the answers here for you by hand.

-Ken

SSP'99 Details Sheet

Handwritten notes:
 (info) KEN
 NAKHON
 13 W2.

1.0 Student & Staff Lodging Arrangements

Handwritten: A 1.1 - 1.26

1.1 Overview

- 1.1.1 SUT Lodging Contact: Tirachai "Jay" Yenchai
 - 1.1.1.1 SUT General Manager
 - 1.1.1.2 Fax: +66 44 22 48 71
 - 1.1.1.3 Phone +66 44 22 48 80, 48 70
- 1.1.2 Students ^{shift to the} lodged in: Surasammanakhan (Sura) 2
- 1.1.3 SSP Dates: 26 June - 4 September 1999
- 1.1.4 Maximum # of rooms: 100 actual
- 1.1.5 Room includes:
 - 1.1.5.1 Telephone
 - 1.1.5.2 Refrigerator
 - 1.1.5.3 3 beds
 - * 1.1.5.4 3 desks and chairs
 - 1.1.5.5 1 college vanity - ^{Handwritten: โต๊ะกระจก (mirror desk)}
 - 1.1.5.6 Television ^{Handwritten: TV}
 - 1.1.5.6.1 5 Thai stations - ^{Handwritten: Sum 1.}
 - 1.1.5.6.2 Australia TV - ^{Handwritten: Sum 2 *}
 - 1.1.5.6.3 CNBC-Asia
 - 1.1.5.6.4 MTV
 - 1.1.5.7 Private Bath with shower and toilet
- 1.1.6 # rooms with double beds available: 0
- 1.1.7 Linen arrangements: weekly change at no extra charge
- 1.1.8 Lost key charges: will check ^{Handwritten: TBD}
- 1.1.9 Final room count to SUT by: not applicable

1.2 Postal Service

- 1.2.1 Personal Mailing Address: Name - ISU / SUT University Road 1 / 3000 Muang District - Nakhon Rat-chasima Thailand
- 1.2.2 After the SSP concludes, any mail received by SUT will be: ^{Handwritten: arranged by SUT mail r}

Handwritten: ISU
NAME
TECHNO POLIS

1.3 Accommodating of Student & Staff Guests

- 1.3.1 Weekly linen costs (if available): none ^{Handwritten: none}
- 1.3.2 Temporary ID required? Yes ^{Handwritten: none}
- * 1.3.3 Meals cost: 420 THB day ^{Handwritten: pay in cash to cashier at cafe.}
- 1.3.4 Short-stay (1-day or 2-day) guests arrangements: no problem
- 1.3.5 Long-stay guests (>= one week) arrangements: 600/800 THB day
- 1.3.6 All guest fees will be charged to: ISU ^{Handwritten: ISU 1000 บาท 11.0: ISU 100 บาท (SUT)}

1.4 Lodging cost ^{Handwritten: e Post}

- 1.4.1 Consists of pre-SSP lodging of staff TAs in addition to lodging of staff TAs/students during the SSP
- 1.4.2 Total Room-nights
 - 1.4.2.1 18 Staff: 85 ^{Handwritten: 85}
 - 1.4.2.2 100-120 Students: 70
 - 1.4.2.3 11 TAs: 77
- 1.4.3 Pre-SSP lodging cost: 600/800 THB
 - 1.4.3.1 Staff arrive 13 June, 13 room-nights
 - 1.4.3.2 TAs arrive 21 June, 5 room-nights
 - 1.4.3.3 Final number of staff TAs to SUT by: ^{Handwritten: 120}
- 1.4.4 During SSP lodging cost: 600/800 THB
 - 1.4.4.1 Students arrive 26 June, depart 4 September, 70 room-nights
 - 1.4.4.2 Final number of students to SUT by: ^{Handwritten: 70}
- 1.4.5 Post-SSP lodging cost: 600/800 THB
 - 1.4.5.1 Staff depart 6 September, 2 room-nights ^{Handwritten: (Caret, 1 night 2 days)}
 - 1.4.5.2 TAs depart 6 September, 2 room-nights

1.5 Room cleaning

- 1.5.1 Performed for no extra cost
- 1.5.2 Frequency of cleaning to be determined. ^{Handwritten: 11/25/99}

1.6 Linen service

- 1.6.1 Includes: sheets, towels, pillow cases

1.6.2 Cost: no extra cost

1.7 Laundry

1.7.1 Washers & dryers available? to be determined

1.7.2 Washers cost: TBD

1.7.3 Dryers cost: TBD

2.0 Co-Chair, Faculty, Visiting Lecturers Lodging

2.1 Dept. Co-Chairs Lodging:

2.1.1 arrive on or about

2.1.2 arrive on or about

2.2 Contact:

2.2.1 SUT Lodging Contact: Tirachai "Jay" Yenchai

2.2.1.1 SUT General Manager

2.2.1.2 Fax: +66 44 22 48 71

2.2.1.3 Phone +66 44 22 48 80, 48 70

2.3 Located: Surasammanakhan I

2.3.1 Fax: +66 44 22 4871

2.4 Floorplans available:

2.4.1 Normal room with two twin beds (800 THB)

2.4.2 Suite with two twin and one king bed in separate rooms, two TVs, two phones (1500THB)

2.4.3 Suite with one king bed, refrigerator (1500THB) ?

? check with Teerachai

2.5 Actual apartment assignments will happen when:

2.6 Laundry facilities

2.6.1 Cost to wash: TBD

2.6.2 Cost to dry: TBD

2.6.3 Location for evening activities at no extra charge? Courtyard, foyer

check if possible, can we do it?

2.7 Amenities (normal room, no extra cost):

2.7.1 Central air conditioning

2.7.2 Telephone

2.7.3 Small Refrigerator

2.7.4 Two twin beds

2.7.5 Television with remote control

2.7.5.1 Australia TV

2.7.5.2 MTV

2.7.5.3 CNBC

2.7.5.4 4 or 5 Thai stations

2.7.6 Daily housekeeping, linen and towel change once per week

2.7.7 Cost of Local telephone calls:

2.7.7.1 within SUT, free

2.7.7.2 local, 3THB minute

2.7.7.3 long distance, see table (ex. France, 70THB minute) : international rates!

2.8 Available Extras (extra cost):

2.9 Costs

2.9.1 One bedroom: 800 THB room-night

2.9.2 Two bedroom: 1500 THB room-night ?

2.9.3 Additional charges, taxes, etc.: NA

2.9.4 First payment: NA

2.9.5 Additional payments: NA

3.0 Meals

3.1 Regular Service Description

3.1.1 SUT Meal Contact: Tirachai "Jay" Yenchai

3.1.1.1 SUT General Manager

3.1.1.2 Fax: +66 44 22 48 71

3.1.1.3 Phone +66 44 22 48 80, 48 70

3.1.2 70 meal days

3.1.2.1 Meals begin with: Lunch, 26 June

3.1.2.2 Meals end with: Dinner, 4 September

note!
First meal Dinner 27 Jun
last meal lunch 4 Sep

3.1.3 Minimum required by contract: 120

3.1.4 Meal Service Description:

3.1.4.1 # meals per week: 20

3.1.4.2 Dates with no meal service: TBD

3.1.4.3 Meal Times:

3.1.4.3.1 Breakfast, M-Sat: 7:30-9:00

3.1.4.3.2 Lunch, M-Sat: 12:00-14:00

3.1.4.3.3 Dinner, M-Sun: 18:00-20:00

3.1.4.3.4 Brunch, Sun: 10:30-12:30

3.1.4.4 Meal counting method (mag-cards, tickets, etc.): List of names at cashier

3.1.4.5 Meal Service Method: buffet-style

3.1.4.6 ISU visitors will be able to enter the dining room under the following conditions:

3.1.4.6.1 If prepaid to ISU, their name will be added to meal list

3.1.4.6.2 If name not on meal list, they must pay cash *guests pay cash*

3.1.4.7 Alumni weekend guests will be accommodated by: paying cash at cashier.

3.2 Special Items & Catering *2 meals, one for students, one for faculty*

3.2.1 Meals for Arrival Day, Saturday, 26 June:

3.2.1.1 Breakfast:

3.2.1.2 Lunch:

3.2.1.3 Dinner:

3.2.2 Welcome Brunch for Sunday, June 27

3.2.3 Theme nights/specialty dinners:

3.2.3.1 Canada Day, July 1

3.2.3.2 USA Day, July 4

3.2.3.3 Bastille Day, July 14

3.2.4 Procedure for bag lunches:

3.2.5 Special Dinners:

3.2.5.1 ISU/SUT Thank-you

3.2.5.2 Closing Ceremony Dinner

3.2.6 ISU Dedicated Cooler:

3.3 Early Arrivals

3.3.1 Meal Service Description: TBD

3.3.2 Per Diem Estimates: TBD

3.3.3 Staff Party Arrangements: TBD

3.4 Late Departures

3.4.1 Meal Service Description: TBD

3.4.2 Per Diem Estimates: TBD

3.4.3 Staff Party Arrangements: TBD

3.5 Cost

3.5.1 Pre-SSP Meal Cost: TBD

3.5.2 During SSP Meal Cost: 420 THB meal-day *100 120 200*

3.5.3 Post-SSP Meal Cost: TBD

4.0 Academic Rooms

4.1 Location: Technopolis

4.2 24-hour access via: Security Guards

4.3 Snack, beverage and coffee machines located:

4.4 Department Classrooms

4.4.1 Eight Seminar rooms in Sura I 2nd floor

4.5 Other

4.5.1 Main Auditorium: Main Meeting Room in Sura I 2nd Floor

4.5.1.1 Occupancy: 400 persons

4.5.2 ISU Library: Technopolis 1st floor

4.5.3 Faculty Work Room: Technopolis 2nd floor

4.5.4 English Tutorial Room: Technopolis 2nd floor

4.5.5 Lockable storage rooms for AV equipment: Yes

4.6 Student Computer Labs and Network

4.6.1 Available to ISU personnel as of: 5 June

*penetration
access! must
change system
before on-line
all security must be
checked*

*prepay
in advance?
different day*

big fridge

*108 machines
Fac: 218, 220*

*109
K. S. S. S. S.*

4.6.2 Available during SSP 24 hours a day, 7 days a week? *yes?*

4.6.3 Type of computers: *TBD*

4.7 SUT Library

4.7.1 Printed Materials

4.7.1.1 could a librarian indicate you the % of english books? *65%* of 60,000 books

4.7.1.2 reference material (does it seem good?) We haven't seen it but they have it in both Thai and English

4.7.2 Periodicals

4.7.2.1 do they have daily newspapers in english? The Bangkok Post and The Nation

4.7.2.2 do they have access to databases to look for periodical articles? FirstSearch (you buy a card for 50 THB to perform 10 biblio-abstract info or 5 full-text searches. Can perform search from own computer via internet. Uncover database is free access and ties into Chiolink and anyone can look at it and get a biblio and abstract. To get full article, you go to library and pay a fee.

4.7.2.3 could a librarian give you a paper list of periodicals (at least in astronautic remote sensing space law subject) It's on the web at <http://sutlib1.sut.ac.th> Journal. They scanned in all the TOC pages and you can get the list of journals alphabetically in english. They have about 200 journal titles in 1998, and expect at least that many in 1999.

4.7.3 Services

4.7.3.1 opening hours during Summer Session: M-F, 8-20, Sat 9-18, Sun 9-16

4.7.3.2 interlibrary loan services? (can ISU students or IRC coordinator request material through CLREM?) They request that it be shipped, cost of photocopying and shipping, requires 2 weeks.

4.7.3.3 access for ISU students? will they receive library cards? will they be able to use all library facilities and services just as a local student? (or restrictions) ISU students can use facilities but checking out books would be restricted to ISU Coordinator and Assistant.

4.7.3.4 photocopyers? printers in the library? Yes and yes. Cost of photocopying is 2 pages for 1 THB.

5.0 Academic Services

5.1 Potential Guest Lecturers

5.2 Support to the Projects

5.3 Local Opportunities for Student Faculty Workshops, Dept. Activities, Visits, Etc.

5.3.1 AIT:

5.3.2 Local Companies:

5.3.3 Local Universities:

5.3.4 Places for R&R nearby:

5.4 Audio-Visual

5.4.1 Exclusive use of most equipment? Yes

5.4.2 Sound system can be provided exclusively for all ten weeks? Yes

5.4.3 Overhead projectors will be provided for all class rooms? Yes

5.4.4 # of overhead projectors in main auditorium? 2

5.4.5 Two slide projectors will be provided for all ten weeks? At least one.

5.4.6 # Multi-format (NTSC/PAL/SECAM) TV-VCR sets? TBD

5.4.6.1 Computer projection in main auditorium done with portable projector? Yes

5.5 Video Link Services

5.5.1 Cost for one-way programming antenna pointing?

5.5.1.1 How much prior notice?

5.5.1.2 Cost to staff and provide one off-air tape:

5.5.2 Two-way interactive (video-con) programming?

5.5.2.1 How much prior notice?

5.5.2.2 All T-1/ISDN charges are responsibility of:

5.5.2.3 Additional cost:

5.5.2.4 Videocon room location:

5.5.2.5 Tel:

5.5.2.6 Occupancy:

6.0 Administrative Support

6.1 Offices

6.1.1 Contact Info:

6.1.1.1 Sataporn Chonsuk:

6.1.1.2 Phone: +66 44 22 4812 or 4813

6.1.1.3 Fax: +66 44 21 6310

6.1.1.4 Email: sataporn@ecs.sut.ac.th

6.1.2 Located: Technopolis

6.1.2.1 Staff Offices: Technopolis 112, 114

6.1.2.1.1 Phone (main switchboard):

6.1.2.1.2 Other Phone #s:

6.1.2.2 Storage and Input/Output Room: Technopolis 117

6.1.2.2.1 Fax:

6.1.2.3 Fac/TA Offices: Technopolis 218 - photocopy, office 112, 114, 117.

6.1.2.3.1 Phone #s:

6.1.2.3.2 Fax:

6.1.2.4 Program Director's Office: Technopolis 116

6.1.2.4.1 Phone:

6.1.3 Postal Services: located on 1st floor of Technopolis

6.1.3.1 Delivery when:

6.1.3.2 Sample Address:

6.1.3.3 After the SSP concludes, any mail received by SUT will be:

6.2 Faculty/TA Staff Computers and Network:

6.2.1 Describe type and # of computers:

6.2.2 Available on what date:

6.2.3 #located in Staff Offices:

6.2.4 #located in Faculty/TA offices:

6.2.5 #located in Program Director's office:

6.2.6 #located in the Library:

6.3 Telephones

6.3.1 Hardware provided by:

6.3.2 Voice mail?

6.3.3 #located in Staff Offices:

6.3.4 #located in Faculty/TA offices:

6.3.5 #located in Program Director's office:

6.3.6 #located in the Library:

6.4 Computer Printers

6.4.1 Available on what date?

6.4.2 #located in I/O room:

6.4.3 #located in Fac/TA offices:

6.4.4 #located in Library:

6.5 Fax Machines

6.5.1 Provided by:

6.5.2 Located in:

6.5.3 Machine Type:

6.5.4 Cost:

6.5.5 Fax cartridge cost:

6.6 Photocopying

6.6.1 Bulk Photocopying

6.6.1.1 Location of bulk photocopying center:

6.6.1.2 Hours:

6.6.1.3 Overnight turnaround?

6.6.1.4 Pick-up & delivery charge?

6.6.1.5 Costs:

6.6.1.5.1 Copy:

6.6.1.5.2 For 20# paper:

6.6.1.5.3 For 60# color paper:

6.6.1.5.4 For 65# color paper:

6.6.1.6 Folding:

6.6.1.7 Stapling:

6.6.2 Faculty/Staff/TA Photocopier

6.6.2.1 Located in:

6.6.2.2 Type:

6.6.2.3 Click Cost:

6.6.2.4 Paper cost:

6.6.2.5 Includes:

6.6.2.6 Does not include:

Ladda / Vora put

- 6.11.1 = of SUT personnel: 2-13
- 6.11.2 Starting Date:
- 6.11.3 Ending Date:
- 6.11.4 Jobs to be filled by SUT personnel:
 - 6.11.4.1 Reception (2)
 - 6.11.4.2 Medical Officer
 - 6.11.4.3 Translators
 - 6.11.4.4 Drivers
 - 6.11.4.5 Public Relations
- 6.11.5 Colocated with ISU personnel:

6.12 ISU Banking

6.12.1 Checking Account

6.12.1.1 Authorized to sign:

6.12.1.2 Charges for this account:

6.12.1.2.1 Monthly Maintenance Service Charge:

6.12.1.2.2 Average available balance to waive monthly service charge:

6.12.1.2.3 First 50 items deposited during any monthly statement period:

6.12.1.2.4 Per item deposited after the first 50 during any monthly statement period:

6.12.1.2.5 First 50 checks paid per monthly statement period:

6.12.1.2.6 Per item charge for checks paid in excess of 50 per per monthly statement period:

6.12.1.3 Other Charges

6.12.1.3.1 Overdraft Item Charge:

6.12.1.3.2 Charge for copy of statements:

6.12.1.3.3 Fedwire Service Charge

6.12.1.3.3.1 Outgoing:

6.12.1.3.3.2 Incoming:

6.12.1.4 Account information:

6.12.1.4.1 Beneficiary:

6.12.1.4.2 For federal wire transfer, credit Account Number:

6.12.1.4.3 For ACH wire transfer, account number:

6.12.1.4.4 Account Name:

6.12.1.4.5 Bank Name and address:

6.12.1.4.6 Routing number:

6.12.1.4.7 Swift:

6.12.1.4.8 In favor of:

6.12.1.4.9 SUT Account Number:

6.12.1.5 Who to notify when wiring funds:

6.12.1.5.1 email:

6.12.1.5.2 fax:

6.12.1.5.3 tel:

7.0 Special Events7.1 Arrival Day

7.1.1 Reception:

7.1.1.1 Contact:

7.1.1.2 Phone:

7.1.2 Transport from the Airport:

7.1.3 Registration to be held in:

7.1.4 Bags from:

7.1.5 Welcome basket contents:

7.2 Opening Ceremony

7.2.1 Date: Monday, 28 June

7.2.2 Where:

7.2.3 Who's Responsible for What

7.2.4 Flags:

7.2.5 Welcoming Reception:

7.2.6 Post-ceremony Reception location:

7.2.7 Cost:

7.2.8 Paid by:

7.3 Closing Ceremony

7.3.1 Date: Friday, 3 September

7.3.2 Where:

7.3.3 Who's Responsible for What

7.3.4 Welcoming Reception:

7.3.5 Post-ceremony Reception location:

7.3.6 Cost:

7.3.7 Paid by:

7.4 Field Trip

7.4.1 Where:

7.4.2 When:

7.4.2.1 Depart Monday, 26 July

7.4.2.2 Return Wednesday, 28 July

5.00
 4 June - 6 Sept
 13 June - 6 Sept
 10 June - 6 Sept
 21 June - 4 Sept
 26 June - 4 Sept
 11 June - 5 Sept
 Lucy
 TA
 Staff
 11.00
 12.00
 13.00
 14.00
 15.00
 16.00
 17.00
 18.00
 19.00
 20.00
 21.00
 22.00
 23.00
 24.00
 25.00
 26.00
 27.00
 28.00
 29.00
 30.00
 31.00
 32.00
 33.00
 34.00
 35.00
 36.00
 37.00
 38.00
 39.00
 40.00
 41.00
 42.00
 43.00
 44.00
 45.00
 46.00
 47.00
 48.00
 49.00
 50.00
 51.00
 52.00
 53.00
 54.00
 55.00
 56.00
 57.00
 58.00
 59.00
 60.00
 61.00
 62.00
 63.00
 64.00
 65.00
 66.00
 67.00
 68.00
 69.00
 70.00
 71.00
 72.00
 73.00
 74.00
 75.00
 76.00
 77.00
 78.00
 79.00
 80.00
 81.00
 82.00
 83.00
 84.00
 85.00
 86.00
 87.00
 88.00
 89.00
 90.00
 91.00
 92.00
 93.00
 94.00
 95.00
 96.00
 97.00
 98.00
 99.00
 100.00

7.4.3 Costs:

7.4.4 Person Responsible:

7.4.4.1 Tel:

7.5 Receptions

7.5.1 When:

7.5.2 What:

7.5.3 Sponsors:

7.6 Rocket Day

Protocol

7.6.1 Date:

7.6.2 Contact:

7.7 Weekend Excursions

7.7.1 Dates:

7.7.2 Ideas:

7.7.3 Contact:

7.7.4 July 4th Event?

7.8 Alumni Conference

7.8.1 Dates: Friday, 30 July through 1 August

7.8.2 Chairperson:

7.9 Social Activities, Gatherings, Venues, Rooms

7.9.1 Venues

7.9.2 Security required?

7.9.2.1 Cost:

7.9.3 Staff Party - I

7.9.3.1 When:

7.9.3.2 Where:

7.9.3.3 Transport:

7.9.3.4 Cost:

7.9.4 Staff Party - II

7.9.4.1 When:

7.9.4.2 Where:

7.9.4.3 Transport:

7.9.4.4 Cost:

7.9.5 Staff Party - III

7.9.5.1 When:

7.9.5.2 Where:

7.9.5.3 Transport:

7.9.5.4 Cost:

*big room & stage
Courtyard, ampli theatre.*

8.0 Special Facilities

8.1 Medical Clinics and Hospitals

8.1.1 Location

8.1.2 Contact

8.1.3 Address

8.1.4 Phone

8.1.5 Do they speak English?

8.2 Sports Facilities

8.2.1 Location:

8.2.2 Hours of operation:

8.2.3 Cost to ISU?

8.2.4 Indoor facilities:

8.2.5 Outdoor facilities:

8.3 Social Venues

8.3.1 Location:

8.3.2 Hours of operation:

8.3.3 Cost to ISU?

8.3.4 Indoor facilities:

8.3.5 Outdoor facilities:

9.0 Miscellaneous Issues9.1 Academic Credits — Tavee,9.2 General Liability Site Insurance

- 9.2.1 Contact Martha Benjamin 703-205-8791 of Patterson Smith in Washington
- 9.2.2 Insurance Company Name: CNA Insurance Company
- 9.2.3 Need to get rider for general liability site insurance for duration of the SSP each year

9.3 Health Insurance

- 9.3.1 SUT insurance requirements:
- 9.3.2 Policy for summer available from SUT?
- 9.3.3 Cost:
- 9.3.4 Info needed from ISU:
- 9.3.5 Policy Description
 - 9.3.5.1 Basic Medical Expense Benefits (for each injury or Sickness).
 - 9.3.5.2 Maximum Benefit up to:
 - 9.3.5.3 Deductible:
 - 9.3.5.4 Major Medical Benefit:
 - 9.3.5.5 Catastrophic:
 - 9.3.5.6 Repatriation Benefit:
 - 9.3.5.7 Medical Evacuation Benefit:

9.4 Public Relations

- 9.4.1 Description:

9.5 Special Telecom Needs

- 9.5.1 # of Pagers provided (4 needed):
 - 9.5.1.1 Head, Logistics Unit, Ken Davidian
 - 9.5.1.2 Visitor Coordinator
 - 9.5.1.3 CRC Manager, Joel Herrmann
 - 9.5.1.4 CRC Assistant, Jaya
- 9.5.2 # of Mobile Phones provided (4 needed):
 - 9.5.2.1 Program Director, Lucy Stojak
 - 9.5.2.2 Head, Logistics Unit, Ken Davidian
 - 9.5.2.3 Visitor Coordinator
 - 9.5.2.4 SUT contact

9.6 Scholarships

- 9.6.1 X(x) full scholarships to SUT *2 full scholar 2 for AUSP*
- 9.6.2 Partial scholarships offered with no pre-set limit to SUT, AUSP, etc. *half price: eat meals, stay: 2500 \$*

9.7 Cost of Common Items (in Thai Baht, THB)

- 9.7.1 Liter of gasoline:
- 9.7.2 One night at hotel:
- 9.7.3 One movie ticket:
- 9.7.4 Fast-food meal:
- 9.7.5 Cup of coffee:
- 9.7.6 One dinner:
- 9.7.7 One beer:
- 9.7.8

full
2.1/4 price: eat meals, 25% 380 \$

10.0 Travel to Thailand and Nakhon Ratchasima10.1 Campus

- 10.1.1 Distance to Campus
- 10.1.2 Travel time to Campus
- 10.1.3 Modes and Costs of Transportation

10.2 Flight Information from Bangkok

Source: Thailand Travel Information Web Page (<http://asiatravel.com/flight.html>)

- 10.2.1 ISU will pick up participants at the Nakhon Ratchasima (NR) airport (airport designation NAK).
- 10.2.2 For participants not arriving at NAK, they will be responsible for arriving at the SUT campus on their own.
- 10.2.3 Thai Airways International has two flights per day from Bangkok to from NAK.
- 10.2.4 From Bangkok to NAK
 - 10.2.4.1 MWFSS: Flight #056 Depart 7:10 Arrive 7:55

10.2.4.2 TR: Flight #060 Depart 7:10 Arrive 7:55 (Same as previous flight, just different flight #)

10.2.4.3 MTWRFSS: Flight #062 Depart 18:55 Arrive 19:40

10.2.5 From NAK to Bangkok

10.2.5.1 TR: Flight #061 Depart 8:40 Arrive 9:20

10.2.5.2 MWFSS: Flight #057 Depart 10:40 Arrive 11:20

10.2.5.3 MTWRFSS: Flight #063 Depart 20:20 Arrive 21:00

10.2.6 Phone numbers for airlines in NAK and Bangkok: - 31 airline

10.2.7 Cost for one way ticket is under 600THB.

10.3 Visa Information

Source: Thai Ministry of Foreign Affairs Consular Information Web Page, (<http://www.mfa.go.th/ConsInfo/pv-4e.htm>)

10.3.1 Visa on Arrival (for stays up to 15 days)

97 countries are on the Ministry of Interior's list of countries whose nationals can apply for a visa at the immigration checkpoints. Tourist visa is the only category of visa granted upon arrival at the immigration checkpoints and the applicants are allowed to stay in the Kingdom for the period not exceeding 15 days under the following conditions:

10.3.1.1 The applicant is a national of 97 countries listed in the Ministry of Interior's Announcement

10.3.1.2 The applicant must produce instrument of means of transport (fully paid ticket) which is usable within 15 days since the date of entry

10.3.1.3 Visa on Arrival is provided at the designated international ports and applicants should produce the application form to which his/her recent photograph is attached.

10.3.1.4 The application fee is 300 baht

10.3.2 Transit Visa Information (for stays up to 30 days)

10.3.2.1 Valid passport or travel document

10.3.2.2 Visa application form which has already been completely filled in

10.3.2.3 One recent photograph of the applicant (2 1/2 inches)

10.3.2.4 Instrument of means of transportation (plane ticket paid in full)

10.3.2.5 Application fee of 200 Baht per entry

10.3.3 Tourist Visa Requirements (for stays up to 60 days)

Application for an extension of stay for 30 days can be made at the Office of Immigration Bureau

10.3.3.1 Valid passport or travel document

10.3.3.2 Visa application form which has already been completely filled in

10.3.3.3 One recent photograph of the applicant (2 1/2 inches)

10.3.3.4 Instrument of means of transportation (plane ticket paid in full)

10.3.3.5 Financial statement and information on applicant's profession

10.3.3.6 Application fee of 300 Baht for a single entry

10.3.4 Non-Immigrant Visa Requirements (for stays up to 90 days)

Those qualified persons can obtain an additional 1-year stay permit since the date of entry, referring to the Office of Immigration Bureau's regulations on extension of stay

10.3.4.1 Valid passport or travel document

10.3.4.2 Visa application form which has already been completely filled in

10.3.4.3 One recent photograph of the applicant (2 1/2 inches)

10.3.4.4 Instrument of means of transportation (plane ticket paid in full)

10.3.4.5 Letter of invitation from companies qualified to employ foreigners

10.3.4.6 Letter from a company stating the objective of the visit to Thailand

10.3.4.7 Commercial Registration Certificate and Certificate of Company Registration

10.3.4.8 Namelist of the company's shareholders

10.3.4.9 Certificate of Value Added Tax

10.3.4.10 The company's detailed accounts and latest budget plan

10.3.4.11 Certificate of Income Tax (Juristic person)

10.3.4.12 Employment contract

10.3.4.13 Transcripts (NON-ED)

10.3.4.14 Letter of acceptance from the concerned universities or institutes

10.3.4.15 Certificate of Marriage or its equivalents

10.3.4.16 Birth certificate

10.3.4.17 Identification card and a copy of work permit issued by the Ministry of Labour

10.3.4.18 Application fee of 500 Baht for a single entry

10.3.4.19 The document to be submitted for non-immigrant visa application is contingent upon necessities and appropriateness of purposes stated in the application form.

10.4 Health Warnings

Source: the Columbia Press Columbus Travel-Guides Thailand Health (<http://www.wtgonline.com/data/tha/tha.asp>).

- 10.4.1 Vaccination certificates may be required for Yellow Fever.
A yellow fever vaccination certificate is required from travellers over one year of age arriving from infected areas. Countries and areas included in endemic zones are considered to be infected areas.
- 10.4.2 Vaccination certificates may be required for Cholera.
Following WHO guidelines issued in 1973, a cholera vaccination certificate is not a condition of entry to Thailand. However, cholera is a serious risk in this country and precautions are essential. Up-to-date advice should be sought before deciding whether these precautions should include vaccination, as medical opinion is divided over its effectiveness. See the contents for the Health section.
- 10.4.3 Special precautions may be required for Malaria.
Malaria risk exists throughout the year in rural areas throughout the country, and especially in forested and hilly areas. There is no risk in cities and the main tourist resorts, eg Bangkok, Chiang Mai, Pattaya and Phuket. The malignant falciparum form is present and is reported to be highly resistant to chloroquine and resistant to sulfadoxine pyrimethamine. Resistance to mefloquine and to quinine has been reported from areas near the borders with Myanmar and Cambodia.
- 10.4.4 Special precautions are given for Food and Drink.
Food and water-borne diseases are common. Use only bottled or otherwise sterilised (eg boiled) water for drinking, brushing teeth or making ice. Unpasteurised milk should also be boiled, although pasteurised or homogenised milk is available from some dairies. Tinned or powdered milk is safe as long as it is reconstituted with sterile water. Beware of dairy products that may have been made with unboiled milk. Stick to meat and fish that have been well cooked, preferably served hot, but not reheated. Avoid raw vegetables and unpeeled fruit.
- 10.4.5 Other Issues
 - 10.4.5.1 Japanese encephalitis exists particularly in rural areas between June and October. A vaccine is available, and travellers are advised to consult their doctor prior to departure. Precautions should be taken to guard against mosquito bites due to the risk of this disease and dengue fever.
 - 10.4.5.2 Amoebic and bacillary dysentery, typhoid fever and hepatitis A and E may occur. Hepatitis B is highly endemic and trachoma is also reported.
 - 10.4.5.3 Rabies is present. For those at high risk, vaccination before arrival should be considered. If you are bitten, seek medical advice without delay. For more information, consult the contents for the Health section.
 - 10.4.5.4 Health care: Health insurance is recommended. Medical facilities are good in main centres. All major hotels have doctors on call.

October 7, 1998

Detailed Sheet.

incident/staff
1.0 Long-Term Lodging Arrangements

insr JV - Ken

AAF

1.1 Overview

- 1.1.1 SUT Lodging Contact:
- 1.1.2 Students and Staff lodged in:
- 1.1.3 SSP Dates: 26 June - 4 September 1999
- 1.1.4 Maximum # of rooms:
- 1.1.5 Room includes:
- 1.1.6 Room does not include:
- 1.1.7 # rooms with double beds available:
- 1.1.8 Linen arrangements:
- 1.1.9 Lost Key charges:
- 1.1.10 Final room count to SUT by:

1.2 Postal Service

- 1.2.1 Personal Mailing Address:
- 1.2.2 After the SSP concludes, any mail received by SUT will be:

incident/staff
1.3 Accommodating Guests

- 1.3.1 Weekly linen costs (if available):
- 1.3.2 Temporary ID required?
- 1.3.3 Meals cost:
- 1.3.4 Short-stay (1-day or 2-day) guests arrangements:
- 1.3.5 Long-stay guests (for all 10 weeks) arrangements:
- 1.3.6 All guest fees will be charged to:

1.4 Lodging cost

- 1.4.1 Consists of pre-SSP lodging of staff/TAs in addition to lodging of staff/TAs/students during the SSP
- 1.4.2 Room-nights
 - 1.4.2.1 Staff: 85
 - 1.4.2.2 Students: 70
 - 1.4.2.3 TAs: 77
- 1.4.3 Pre-SSP lodging cost:
 - 1.4.3.1 Staff arrive 13 June, depart 6 September, 85 room-nights
 - 1.4.3.2 TAs arrive 21 June, depart 6 September, 77 room-nights
 - 1.4.3.3 Final number of staff/TAs to SUT by:
- 1.4.4 During SSP lodging cost:
 - 1.4.4.1 Students arrive 26 June, depart 4 September, 70 room-nights
 - 1.4.4.2 Final number of students to SUT by:
- 1.4.5 Post-SSP lodging cost:

1.5 Room cleaning

- 1.5.1 Vacuum available?
- 1.5.2 Cleaning supplies available?

1.6 Linen service

- 1.6.1 Includes:
- 1.6.2 Cost:

1.7 Laundry

- 1.7.1 Washers & dryers available?
- 1.7.2 Washers cost:
- 1.7.3 Dryers cost:

AAF

2.0 Medium-Term Lodging

2.1 Dept. Co-Chairs Lodging:

- 2.1.1 arrive on or about
- 2.1.2 arrives on or about

, October 7, 1998

2.1.3 arrives on or about

2.1.4 arrive on or about

2.2 Contact:

2.2.1 Tel.

2.2.2 Fax.

2.3 Located:

2.4 Floorplans available:

2.5 Actual apartment assignments will happen when:

2.6 Laundry facilities

2.6.1 Cost to wash:

2.6.2 Cost to dry:

2.6.3 Location for evening activities at no extra charge?

2.7 Ammenities (no cost):

2.7.1 Housekeeping, linen and towel change once per week

2.7.2 Local telephone calls free

2.7.3 Fitness Center Membership

2.7.4 24 hour security system

2.7.5 One indoor parking space per apartment

2.8 Available Extras (extra cost):

2.9 Costs

2.9.1 One bedroom:

2.9.2 Two bedroom:

2.9.3 Additional charges, taxes, etc.:

2.9.4 First payment:

2.9.5 Additional payments:

3.0 Short-Term Lodging

3.1 Possible Locations for Faculty and Visiting Lecturers:

3.1.1 Contact:

3.1.1.1 Address:

3.1.1.2 Phone/Fax:

3.1.2 Located:

3.1.3 Includes:

3.1.4 Cost (tax included)

3.1.4.1 Single:

3.1.4.2 Double:

3.1.4.3 Suite:

3.1.4.4 Parking:

3.1.4.5 Local Calls:

3.1.5 Subject to what taxes:

4.0 Meals

4.1 Regular Service Description

4.1.1 SUT Contact:

4.1.2 Approx. 70 meal days

4.1.2.1 Meals begin with:

4.1.2.2 Meals end with:

4.1.3 Minimum required by contract:

4.1.3.1 100 students

4.1.3.2 30 staff (including Lucy)

4.1.3.3 10 co-chairs at any one time

Break : 7pm

Lunch : 12

Dinner : 7pm

AAF

AAF

- 4.1.3.4 10 faculty at any one time
- 4.1.4 Meal Service Description:
 - 4.1.4.1 # meals per week:
 - 4.1.4.2 Dates with no meal service:
 - 4.1.4.3 Meal Times:
 - 4.1.4.4 Meal counting method (mag-cards, tickets, etc.):
 - 4.1.4.5 ISU visitors will be able to enter the dining room under the following conditions:
 - 4.1.4.6 Alumni weekend guests will be accommodated by:

4.2 Special Items & Catering

- 4.2.1 Meals for Arrival Day, Saturday, 26 June:
 - 4.2.1.1 Breakfast:
 - 4.2.1.2 Lunch:
 - 4.2.1.3 Dinner:
- 4.2.2 Welcome Brunch for Sunday, June 27
- 4.2.3 Theme nights/specialty dinners:
 - 4.2.3.1 Canada Day, July 1
 - 4.2.3.2 USA Day, July 4
 - 4.2.3.3 Bastille Day, July 14
- 4.2.4 Procedure for bag lunches:
- 4.2.5 Special Dinners:
 - 4.2.5.1 ISU/SUT Thank-you
 - 4.2.5.2 Closing Ceremony Dinner
- 4.2.6 ISU Dedicated Cooler:

4.3 Early Arrivals

- 4.3.1 Meal Service Description:
- 4.3.2 Per Diem Estimates:
- 4.3.3 Staff Party Arrangements:

4.4 Late Departures

- 4.4.1 Meal Service Description:
- 4.4.2 Per Diem Estimates:
- 4.4.3 Staff Party Arrangements:

4.5 Cost

- 4.5.1 Pre-SSP Meal Cost:
- 4.5.2 During SSP Meal Cost
- 4.5.3 Post-SSP Meal Cost: Academic Facilities

5.0 Academic Rooms

5.1 Location:

5.2 24-hour access via:

5.3 Snack, beverage and coffee machines located:

5.4 Classrooms

- 5.4.1 Small
- 5.4.2 Medium
- 5.4.3 Large

5.5 Other

- 5.5.1 Main Auditorium
 - 5.5.1.1 Occupancy:
- 5.5.2 ISU Library
- 5.5.3 Faculty Work Room:
- 5.5.4 English Tutorial Room:
- 5.5.5 Lockable storage rooms for AV equipment

October 7, 1998

✓ 5.6 Student Computer Labs + network

- 5.6.1 Available to ISU personnel as of:
- 5.6.2 Available during SSP 24 hours a day, 7 days a week?
- 5.6.3 Type of computers:

5.7 SUT Library

- 5.7.1 Summer hours of operation:
- 5.7.2 Inter-library loans with all local and state libraries?

6.0 Academic Services

✓ 6.1 Local Opportunities for Student/Faculty Workshops, Dan, visit, etc.

6.2 Audio-Visual

- 6.2.1 Exclusive use of most equipment?
- 6.2.2 Sound system can be provided exclusively for all ten weeks?
- 6.2.3 Overhead projectors will be provided for all class rooms?
- 6.2.4 # of overhead projectors in main auditorium?
- 6.2.5 Two slide projectors will be provided for all ten weeks?
- 6.2.6 # Multi-format (NTSC/PAL/SECAM) TV-VCR sets?
 - 6.2.6.1 Computer projection in main auditorium done with portable projector?

→ - AIT
- Local Companies/universities
- places for R'R for part of a day

6.3 Video Link Services

- 6.3.1 Cost for one-way programming antenna pointing?
 - 6.3.1.1 How much prior notice?
 - 6.3.1.2 Cost to staff and provide one off-air tape:
- 6.3.2 Two-way interactive (video-con) programming?
 - 6.3.2.1 How much prior notice?
 - 6.3.2.2 All T-1/ISDN charges are responsibility of:
 - 6.3.2.3 Additional cost:
 - 6.3.2.4 Videocon room location:
 - 6.3.2.5 Tel:
 - 6.3.2.6 Occupancy:

7.0 Administrative Support

7.1 Offices

- 7.1.1 Located:
 - 7.1.1.1 Staff Offices:
 - 7.1.1.1.1 Phone (main switchboard):
 - 7.1.1.1.2 Other Phone #s:
 - 7.1.1.2 Storage and Input/Output Room:
 - 7.1.1.2.1 Fax:
 - 7.1.1.3 Fac/TA Offices:
 - 7.1.1.3.1 Phone #s:
 - 7.1.1.3.2 Fax:
 - 7.1.1.4 Program Director's Office:
 - 7.1.1.4.1 Phone:
- 7.1.2 Postal Services
 - 7.1.2.1 Delivery when:
 - 7.1.2.2 We will get key?
 - 7.1.2.3 Sample Address:
 - 7.1.2.4 After the SSP concludes, any mail received by SUT will be:

lockable storage cabinet?

✓ 7.2 Faculty/TA/Staff Computers + network

- 7.2.1 Describe type and # of computers:
- 7.2.2 Available on what date:
- 7.2.3 # located in Staff Offices:
- 7.2.4 # located in Faculty/TA offices:
- 7.2.5 # located in Program Director's office:

7.2.6 # located in the Library:

7.3 Telephones

7.3.1 Hardware provided by:

7.3.2 Voice mail?

7.3.3 # located in Staff Offices:

7.3.4 # located in Faculty/TA offices:

7.3.5 # located in Program Director's office:

7.3.6 # located in the Library:

7.4 Printers

7.4.1 Available on what date?

7.4.2 # located in I/O room:

7.4.3 # located in Fac/TA offices:

7.4.4 # located in Library:

7.5 Fax Machines

7.5.1 Provided by:

7.5.2 Located in:

7.5.3 Machine Type:

7.5.4 Cost:

7.5.5 Fax cartridge cost:

7.6 Photocopying

7.6.1 Bulk Photocopying

7.6.1.1 Location of bulk photocopying center:

7.6.1.2 Hours:

7.6.1.3 Overnight turnaround?

7.6.1.4 Pick-up & delivery charge?

7.6.1.5 Costs:

7.6.1.5.1 Copy:

7.6.1.5.2 For 20# paper:

7.6.1.5.3 For 60# color paper:

7.6.1.5.4 For 65# color paper:

7.6.1.6 Folding:

7.6.1.7 Stapling:

7.6.2 Faculty/Staff/TA Photocopier

7.6.2.1 Located in:

7.6.2.2 Type:

7.6.2.3 Click Cost:

7.6.2.4 Paper cost:

7.6.2.5 Includes:

7.6.2.6 Does not include:

7.6.2.7 User codes and copy limits?

7.6.2.8 Cost for delivery, installation and training:

7.6.3 Library Photocopier

7.6.3.1 Located in:

7.6.3.2 Type:

7.6.3.3 Click Cost:

7.6.3.4 Paper cost:

7.6.3.5 Includes:

7.6.3.6 Does not include:

7.6.3.7 User codes and copy limits?

7.6.3.8 Cost for delivery, installation and training:

7.6.4 Rental Agreement information:

7.6.5 Contact:

7.6.5.1 Tel: ~~316-328-000~~

7.6.6 Copiers will be available on:

What about a
local printer
for photos
the DPs?

7.7 Furniture

- 7.7.1 36 Desks with drawers:
 - 7.7.1.1 12 located in Staff Offices
 - 7.7.1.2 24 located in Fac/TA offices
- 7.7.2 36 Rolling Chairs
 - 7.7.2.1 12 located in Staff Offices
 - 7.7.2.2 24 located in Fac/TA offices
- 7.7.3 120 Straight Chairs
- 7.7.4 30 Tables
 - 7.7.4.1 2 located in Staff Offices
 - 7.7.4.2 4 located in Fac/TA offices
 - 7.7.4.3 10 located in B&M room
 - 7.7.4.4 6 located in English Tutorial room
 - 7.7.4.5 1 located in each of the remaining 8 classrooms
- 7.7.5 8 Lockable Cabinets
 - 7.7.5.1 2 located in computer labs
 - 7.7.5.2 2 located in Staff Offices
 - 7.7.5.3 1 located in English Tutorial room
 - 7.7.5.4 2 located in Fac/TA offices
- 7.7.6 300 linear feet of shelving for library
- 7.7.7 1 lockable filing cabinet in Staff Offices

7.8 Motor Vehicles

- 7.8.1 One 15-person van available?
 - 7.8.1.1 Parking location:
 - 7.8.1.2 For exclusive use of ISU?
 - 7.8.1.3 Procedure for adding drivers:
 - 7.8.1.4 Who pays for gasoline?

7.9 Parking

- 7.9.1 Cost of parking spaces for students are available at SUT:
- 7.9.2 Cost of parking spaces for staff are available at SUT:
- 7.9.3 Cost of temporary parking passes for visiting lecturers and faculty:

7.10 Staffing by SUT

- 7.10.1 # of SUT personnel:
- 7.10.2 Starting Date:
- 7.10.3 Ending Date:
- 7.10.4 Jobs to be filled by SUT personnel:
 - 7.10.4.1 Reception (2)
 - 7.10.4.2 Translators
 - 7.10.4.3 Drivers
 - 7.10.4.4 Public Relations

med officer

Co-location

7.11 ISU Banking

- 7.11.1 Checking Account
 - 7.11.1.1 Authorized to sign:
 - 7.11.1.2 Charges for this account:
 - 7.11.1.2.1 Monthly Maintenance Service Charge:
 - 7.11.1.2.2 Average available balance to waive monthly service charge:
 - 7.11.1.2.3 First 50 items deposited during any monthly statement period:
 - 7.11.1.2.4 Per item deposited after the first 50 during any monthly statement period:
 - 7.11.1.2.5 First 50 checks paid per monthly statement period:
 - 7.11.1.2.6 Per item charge for checks paid in excess of 50 per per monthly statement period:
 - 7.11.1.3 Other Charges
 - 7.11.1.3.1 Overdraft Item Charge:
 - 7.11.1.3.2 Charge for copy of statements:
 - 7.11.1.3.3 Fedwire Service Charge

October 7, 1998

- 7.11.1.3.3.1 Outgoing:
- 7.11.1.3.3.2 Incoming:
- 7.11.1.4 Account information:
 - 7.11.1.4.1 Beneficiary:
 - 7.11.1.4.2 For federal wire transfer, credit Account Number:
 - 7.11.1.4.3 For ACH wire transfer, account number:
 - 7.11.1.4.4 Account Name:
 - 7.11.1.4.5 Bank Name and address:
 - 7.11.1.4.6 Routing number:
 - 7.11.1.4.7 Swift:
 - 7.11.1.4.8 In favor of:
 - 7.11.1.4.9 SUT Account Number:
- 7.11.1.5 Who to notify when wiring funds:
 - 7.11.1.5.1 email:
 - 7.11.1.5.2 fax:
 - 7.11.1.5.3 tel:

8.0 Special Events

8.1 Arrival Day

- 8.1.1 Reception:
 - 8.1.1.1 Contact:
 - 8.1.1.2 Phone:
- 8.1.2 Transport from the Airport:
- 8.1.3 Registration to be held in:
- 8.1.4 Bags from:
- 8.1.5 Welcome basket contents:

8.2 Opening Ceremony

- 8.2.1 Date: Monday, 28 June
- 8.2.2 Where:
- 8.2.3 Who's Responsible for What
- 8.2.4 Flags:
- 8.2.5 Welcoming Reception:
- 8.2.6 Post-ceremony Reception location:
- 8.2.7 Cost:
- 8.2.8 Paid by:

8.3 Closing Ceremony

- 8.3.1 Date: Friday, 3 September
- 8.3.2 Where:
- 8.3.3 Who's Responsible for What
- 8.3.4 Welcoming Reception:
- 8.3.5 Post-ceremony Reception location:
- 8.3.6 Cost:
- 8.3.7 Paid by:

8.4 Field Trip

- 8.4.1 Where:
- 8.4.2 When:
 - 8.4.2.1 Depart Monday, 26 July
 - 8.4.2.2 Return Wednesday, 28 July
- 8.4.3 Costs:
- 8.4.4 Person Responsible:
 - 8.4.4.1 Tel:

8.5 Receptions

- 8.5.1 When:

October 7, 1998

8.5.2 What:

8.5.3 Sponsors:

8.6 Rocket Day

8.6.1 Date:

8.6.2 Contact:

8.7 Weekend Excursions

8.7.1 Dates:

8.7.2 Ideas:

8.7.3 Contact:

8.7.4 July 4th Event?

8.8 Alumni Conference

8.8.1 Dates: Friday, 30 July through 1 August

8.8.2 Chairperson:

8.9 Social Activities

8.9.1 Venues

8.9.2 Security required?

8.9.2.1 Cost:

8.9.3 Staff Party - I

8.9.3.1 When:

8.9.3.2 Where:

8.9.3.3 Transport:

8.9.3.4 Cost:

8.9.4 Staff Party - II

8.9.4.1 When:

8.9.4.2 Where:

8.9.4.3 Transport:

8.9.4.4 Cost:

8.9.5 Staff Party - III

8.9.5.1 When:

8.9.5.2 Where:

8.9.5.3 Transport:

8.9.5.4 Cost:

9.0 Special Facilities

9.1 Recreational Facilities , venues, rooms

9.1.1 Location:

9.1.2 Hours of operation:

9.1.3 Cost to ISU?

9.1.4 Indoor facilities:

9.1.5 Outdoor facilities:

golf, kick boxing, movie nights (w/ popcorn),

10.0 Miscellaneous Issues

10.1 Academic Credits

10.2 General Liability Site Insurance

10.2.1 Contact Martha Benjamin 703-205-8791 of Patterson Smith in Washington

10.2.2 Insurance Company Name: CNA Insurance Company

10.2.3 Need to get rider for general liability site insurance for duration of the SSP each year

10.3 Health Insurance

10.3.1 SUT insurance requirements:

10.3.2 Policy for summer available from SUT?

10.3.3 Cost:

10.3.4 Info needed from ISU: