

Checklist for Logistical Arrangements

- Y Schedule a previsit for the BOE chair(s) and state consultant

- Y Make hotel/motel arrangements for all team members and observers
 - The hotel should be located near the campus to minimize travel time.
 - A private single room should be reserved for each BOE member, state consultant, and observer.
 - Direct billing to the institution for all BOE members should be arranged. State consultants and observers pay their own hotel bills.
 - A meeting room where team members may work upon their arrival should be reserved. This room should also be available for the entire length of the visit so that materials can be left there. Refreshments should be available in the hotel workroom.
 - Check with the team chair(s) on how they would like the meeting room arranged. The following supplies will be needed:
 - Newsprint
 - Magic markers
 - Masking tape
 - Overhead projector
 - Screen
 - Campus maps
 - Pens for transparencies
 - Pens, pencils, etc.
 - Writing tablets
 - Computer paper
 - Computer workstations and printers
 - Copier and paper
 - Diskettes
 - Telephone and Local/Campus Directories
 - Highlighters
 - Post-a-notes and flags
 - Telephone Number of Tech Support Contact (24 hour availability)
 - There should be a restaurant in or near the hotel. Except for Sunday night, institutional representatives should not eat meals with team members. Meals are often used as work sessions.
 - Provide all team members, state consultants, and observers with directions to the hotel and institution. Indicate what airport should be used, the best type of ground transportation from the airport to the hotel, the approximate cost of the ground transportation, and approximate travel time from the airport to the hotel. Arrange to pick up team members at the airport or direct them to a cab or limousine.

- Arrange transportation between the hotel and the institution for the duration of the visit. Provision of a van for the team to use is helpful.

Arrange for a workroom on campus.

This workroom can be part of the exhibit room but will not be used for individual or group interviews. The workroom should provide as much privacy as possible and desk space for BOE members.

- Check with the team chair(s) to determine how the room should be arranged.

The following supplies should be available in the work room:

- Newsprint
- Magic markers
- Masking tape
- Overhead projector
- Screen
- Campus map
- Pens for transparencies
- Pens, pencils, etc.
- Writing tablet
- Computer paper
- Computer workstations and printers
- Copier and paper
- Diskettes
- Telephone and Local/Campus Directories
- Highlighters
- Post-a-notes and flags
- Telephone Number of Tech Support Contact (24 hour availability)

- Refreshments should be available in the workroom during the morning and afternoon.

Y Set up an exhibit room.

All of the items in the exhibit room should be clearly marked, and there should be a directory of exhibits listed alphabetically and alphabetically by standard.

NOTE: Because team members arrive on Saturday, it is helpful to arrange access to the exhibit room on Sunday so that they can begin their data gathering. Details for early access to exhibits should be arranged by the team chair(s) and the institution's visit coordinator or unit head.

- Y Arrange support services for the BOE team during the visit.
This support might include:
- Support staff assistance
 - Access to photocopying facilities
 - Convenient access to a public telephone and rest rooms
 - Arrangements for observation of professional education classes
 - Access to student and faculty records on campus
 - Access to samples of candidate products (e.g., folios, papers, theses, and dissertations)
- Y Arrange for interviews and off-site visits as outlined in the template for the visit.
- Y Prepare nametags for BOE members (without campus affiliation), staff consultants, and observers so that they can be clearly identified by institutional representatives. Consider asking faculty to wear nametags during the visit, particularly in-group interview settings.
- Y Check with the team chair(s) about arrangements for noon meals (teams prefer working lunches in the workroom). Institutional representatives should not plan to eat meals with the team.
- Y Provide clear directions and/or escorts to scheduled interviews.
- Y Plan the Sunday evening dinner with the chair(s) (i.e. who should attend and the agenda). If the dinner is not in the hotel, arrange for team travel to the dinner.