



## CAHME Site Visit Logistics Form

This form is designed to streamline the planning and coordination process for our site visitors. By providing detailed information about the travel, accommodations, and meal arrangements, we can ensure a smooth and efficient visit.

This form should be completed and e-mailed to the members of the site visit team no later than 12 weeks prior to your site visit. Please also copy Amanda Grow ([agrow@cahme.org](mailto:agrow@cahme.org)) so that we can verify that the form has been submitted to the site visit team.

### Contact Information & Site Visit Location:

- Program Name:
- Program Director Name:
- Site Visit Date(s):
- Primary Contact at Site:
  - Phone Number:
  - E-mail Address:
- Address of Site Visit Location:

Use the space provided to provide instructions to the site visit team for where they should meet once on campus.



**Hotel Arrangements:** The program is responsible for making hotel arrangements for all site visit team members. The program should also directly pay for the hotel bill. The site visit team will require a 2-night hotel stay (unless otherwise noted by the site visit team members). Hotel arrangements should include a suite, or another appropriate room, which can be used for executive sessions by the team.

- Hotel Name:
- Hotel Address:

**Meals:** Where necessary, designate which option you are selecting for meals for the site visit team during the site visit. Please reach out to the site visit team to determine if there are any dietary restrictions or special accommodations needed.

Meal	Arrival Day	Day 1	Day 2
Breakfast	N/A	Provided at the hotel Program will provide breakfast on campus  <i>Note: Breakfast should be Executive session with just the site visit team unless otherwise noted by the team</i>	
Lunch	N/A	Program will provide lunch and deliver to the site visit team room (required)	Program will work with Coordinator to see what is preferred based upon site visit team departure schedule.
Dinner	Private dinner plans/reservations for the site visit team will be handled by the Coordinator.		N/A
Refreshments	Program should provide access to refreshments within the conference room for all site visit days.		



**Transportation:** Designate which option you are selecting for method of transportation for the site visit team during the site visit.

- Airport to hotel (roundtrip)
  - Program will provide transportation (i.e. private car or shuttle services)
  - Site visit team should reserve their own travel arrangements (i.e. taxi/rideshare or a rental car)
  
- Hotel to campus (roundtrip)
  - Program will provide transportation (i.e. private car or shuttle services)
  - Site visit team should reserve their own travel arrangements (i.e. taxi/rideshare or a rental car)

**Additional Comments:** Use the space provided to clarify any additional travel logistics not discussed above.

**Note:** *All travel and meal expenses that are not paid for or arranged for directly by the program will be invoiced to the program after the conclusion of the site visit. Observer expenses are covered by CAHME and will not be included on the invoice.*

**Learning Management System (LMS):**

- Name of LMS:

Check this box to acknowledge that you will be providing access to ALL members of the site visit team at least 30 days prior to the site visit. Each site visit team member should receive their own individual usernames and passwords.