

Good Morning Dr. XXX:

I will be assisting your host, Dr. XXX and Dr. XXX (Organizer) with the arrangements for your visit to the Institute for Systems Research (ISR) as part of our UTRC Control and Dynamical Systems Invited Lecture Series, which will take place October 28, 2016. We very much look forward to your visit.

To facilitate the necessary paperwork for your travel/hotel, please provide answers to all of the following as soon as possible since this is a week and a half away:

1. Your travel information

1. If you will be making your own travel arrangements, I will need the following information included on the itinerary in able to reimburse you for the funds:
 1. Your full name
 2. The last four digits of the credit card used to purchase the tickets
 3. The total amount of the trip
 4. Please email me a copy of the itinerary in advance.
2. If you would like to use our travel agency (this is highly recommended), I will need the following information:
 1. Your preferred US Air Carrier and your frequent flyer number should you have one.
 2. Your preferred time of departure and the airport you wish to use.
 3. If you require any special arrangements (aisle seat, not near the restroom, etc.).
 4. Do you need to be back at your originating airport at a specific time?
 5. Your full name as it appears on the identification you will show at the airport. Our travel agent also requires your date of birth.
 6. You could also send me an itinerary you have selected and I will forward that to our travel agent and she will purchase that for you.
 7. Our travel agent will send you an email with the words "Review and Reply" in the subject line. She cannot officially purchase the ticket until you confirm the itinerary she sends you.
2. **Your United States Social Security Number.** This is needed to start the paperwork for your visit. I completely understand if you do not wish to furnish this sensitive information via email. In the past, some visitors have called and left their number on my voicemail (I am the only one with the password to my voicemail). Others have sent the numbers divided over several emails. My phone number is at the bottom of this email.
3. **Hotel Accommodations.** I will reserve a room at a hotel in close proximity to UMD. Do you have any restrictions (i.e., no feather bedding, nothing above a particular floor, not near the vending machines, etc.)? Most, if not all, hotels in this area are non-smoking throughout.

4. **AV Equipment Arrangements.** The room in which the seminar will be held has all required equipment. If you would like us to have a backup laptop available, please let me know which type (PC or MAC) and if able, please send via email your presentation and I can have it already installed. We can also have a PowerPoint Controller/Laser Pointer available as well.
5. **Reimbursement Address.** Reimbursements are via printed check. Please provide a mailing address. Reimbursements take approximately 6-8 weeks to process through all the channels. Please be advised, our meal per diem is as follows:
 - breakfast (\$9)
 - lunch (\$11)
 - dinner (\$25)
6. **Video Recording.** The ISR video records all lectures/seminars for those who are unable to attend the event in person. These videos are posted on our website. Do we have your consent to record your presentation and post the contents on our website?
7. **Title/Abstract/Short Bio.** Last, but certainly not least, please send me your title, abstract, and short bio as soon as it is convenient for you, so that I may start advertising your visit. Since your visit will be happening in the very near future, and our Public Relations Specialist will be leaving for vacation Wednesday, it would be very advantageous if you could send your title/abstract/short bio today so she can post this information on our website before she leaves.

Thank you in advance for your assistance. I look forward to working with you to make your visit as smooth as possible.