Managing the Logistics of the Site Visits for IT Round 3 Awardees

(The Now and Later Quick List for Site Visit Coordinators)

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What to start thinking about NOW:

- 3 pairs of possible dates when your ADVANCE team would be able to host the site visit on your campus
- The best place to lodge the site visit team
- How you will transport the site visit team from their place of lodging to campus and back on both days of the site visit
- The logistic resources available on your campus (i.e., a place to have the presentation, a place with 3 rooms to be used for interviews, a “headquarters” room with a phone, laptops with internet access linked to a laser printer, etc.)
- Your ADVANCE team’s presentation: (what needs to be “presented” and who will present which part?)

More things to think about LATER (within 4 to 3 months before the site visit):

- The “6-Pager” (A 6-page summary of the site’s accomplishments and progress to date.)
- Information folders or binders for the site visit team members. (Should contain at least the 2-day campus agenda, the interview
schedule, a copy of the power point presentation, a one page budget summary, and other helpful information.)

- If you have an External Evaluation Report, please make copies of it for the site visit team.

- A Contact List of the ADVANCE team members’ phone numbers (office, home, and cell) and e-mail addresses

- Lunches and Hospitality Breaks

- A list of suggested local restaurants (3-4 is fine or whatever number you would like to recommend)

- “Helpers” to assist you in organizing the in and out flow of people to be interviewed. You will especially need a “knocker” stationed outside of each interview room. Their job is to knock on the door 5 minutes before the end of the interview. Five minutes after that when time for the interview is over, they should knock again and then open the door and leave it open until the interviewed person or group has left the room and the next person or group to be interviewed has entered the room.

The “Eleventh Hour”:

- On the morning before your site visit you will do a “walk through” or “talk through” with the NSF site visit coordinator concerning the final details of the campus visit.

- You will inform the NSF site visit coordinator of when they can expect the delivery of the folders or binders, and any other last minute information to be distributed to the site visit team that evening.

- On the morning of the site visit, it’s always a nice gesture for members of the ADVANCE team to meet the NSF site visit team at the place where they are dropped off (by the mode of transportation which you have selected) and walk with them to the place where the presentation will be held.