**Appendix A**

**International SOS Travel Security Brief Request Template**

To assist you in developing your petition, International SOS will provide you with a travel security brief. You should review a draft of your email to International SOS with the Associate Director of Global Risk Management to ensure key review elements are not omitted prior to emailing the template to International SOS.

If you need immediate assistance or have a quick question, you can always call the WPI International SOS dedicated number: +1 215 942-8478.

**To:** philadelphia@internationalsos.com

**CC:** **globaltravel@wpi.edu**

**Subject:** Travel Security Brief –Program Itinerary [NAME]

Dear International SOS-Control Risks,

Please provide a travel security brief for the following itinerary:

**Dates of Travel:**

**Number of Travelers:**

**Traveler profile:** <What are the nationalities of the travelers? Have they traveled to this location before? What is their travel experience (new, moderate, road warrior)?>

**City:**

**Country:**

**Local support:** <Will they be visiting a local campus? Will they be working on behalf of a local organization or with a partner academic institution? Which institution? Will the local partner provide any logistical support for lodging or transportation? If so, what are the details?>

**Places to visit:** <Name and address of places to visit during the trip; hotel; office location; other meeting locations>

**Activity:** <What are you doing in country? > <list possible side trips or excursions planned for your students> List any side trips or weekend planned excursions and what partner are you utilizing for these?

**Safe areas for lodging or hotels to avoid:** <Do you want a recommendation for areas to look for hotels?> <List the name and address of the housing you have already identified>

**Ground Transportation Recommendation:** <Do you want a provider referral?> <How do you plan on having the students move from the airport their housing and what is the plan for any weekend excursions planned or day to day movements>

**Medical Facility Recommendations:** I would like a recommendation of the International SOS recommended medical facility near to where the students will be housed. In the event of a medical emergency where does International SOS recommend our students go? In the event of a non-emergency healthcare requirement, which clinic do you recommend our students use? In the event of a serious mental health emergency I would like a recommendation of which local hospital can cater for such a situation.

**Other Considerations:**