

To assist with scheduling, if helpful:

Suggested elements of an RIT AWARE-AI trainee campus visit

- Research presentation to students and faculty w/ Q & A
 - Separately = 60 - 90 min. each
 - Together = 90 - 120 min.
- Meeting with various faculty, either one-on-one, or in small groups
 - 30 - 60 min.
- Meeting with administrators, such as a department chair or dean
 - 30 min
- Meeting with students -- may consider separate or combined meetings with graduate and undergraduate students
 - TBD based on student combinations
 - Separate groups = 45 - 60 min. Each
 - Combined = 75 - 90 min.
- Meals with faculty and students
 - TBD based on host's schedule

Suggested sample template:

This template outlines what a visit may include. Times for elements TBD based on the host's scheduling preferences and needs.

**<Trainee Name>
<University> Campus Visit
<dates of visit>**

**Contact information of <trainee>
Contact information of <host point of contact>**

<arrival date>

| Time | Event | Location and transit |
|------|-----------------------|-----------------------|
| | Arrival (flight info) | Pickup at airport and |

| | | |
|--|-----------------------------------------|---------------------------------------------|
| | | drop-off at hotel, or uber/taxi to hotel |
| | Dinner with <student and/or faculty> | Restaurant |

<visit date>

| Time <example> | Event | Location and transit |
|-----------------------------|-------------------------------------------------------|-----------------------------|
| | Breakfast with <faculty or student> | |
| | | Office or meeting room # |
| | Lunch with <faculty or students> | |
| | | Office or meeting room # |
| | | Office or meeting room # |
| | | Office or meeting room # |
| <6:00 PM> | Dinner with <faculty or students> OR return flight | |

<departure date>

| Time | Event | Location and transit |
|-------------|--------------------------------------------|------------------------------------------------------------------------|
| | Depart for airport (flight information) | Pickup at hotel and drop-off at airport, or uber/taxi from hotel |