

## Recruitment Weekend Accommodations Form

Columbia will reimburse up to \$300.00 for travel expenses: provide/pay for hotel accommodations, (room only and no guests, please) in the Columbia neighborhood for Thursday, Friday, and Saturday nights! The visit Friday morning begins with breakfast in the Chemistry Department and ends with dinner in a faculty member's home. We encourage you to stay for the weekend to check out the City. **IT IS YOUR RESPONSIBILITY TO MAKE YOUR OWN TRANSPORTATION ARRANGEMENTS.** Please make sure to save your original travel receipts including, taxis, parking, tolls, etc.

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In order to help us arrange your visit, please provide the following information:

Name:

Phone Number:

E-mail Address:

Weekend you plan to visit:

Yes/No (please circle) I would like to attend the Interdisciplinary Biosciences open house. (If yes, we will send you additional information about this event.)

Evenings you need a hotel reservation:

(Please note smoking rooms have to be specified in advance or a fine will be incurred)

Areas of interest:

Faculty with whom you would like to meet:

Any dietary preferences:

Any other special needs:

**PLEASE RESERVE YOUR SPOT AS SOON AS POSSIBLE EVEN IF ALL OF YOUR INFORMATION IS NOT YET COMPLETE.** To register, return this form to the Program Manager, Alix Lamia via email at [agl2107@columbia.edu](mailto:agl2107@columbia.edu) or fax (212) 932-1289. **After you have registered, we will send you hotel and travel instructions.**