We look forward to welcoming you to Cornell. Please keep the following logistical details in mind as you plan your trip.

**VISAS:** The Professional Development Program is a non-credit program; your attendance does not qualify you for a student visa. You will be attending seminars at the University, and not considered a matriculated student. Once you have been accepted to the program, you may request a Business (B-1) Visa Certification Letter that you can submit to the U.S. Embassy. This document is sufficient in most instances but you should check with the U.S. Embassy in your country to be sure.

You will need to determine the appropriate method of admission into the United States. Here are some general information websites for your reference:

- U.S. Department of State: B1 Visitor Visas
- U.S. Customs and Border Protection
- U.S. Department of State: Visa Waiver Program

If you plan to take a trip into Canada during your stay, you will need a visa from the Canadian Government, and may need a re-entry visa to return to the United States.

**PRE-COURSE ASSIGNMENT:** Each PDP course has a required pre-course assignment. Completion of this assignment is critical to your participation in the program. To access your assignment(s), go to the Pre-Course Preparation website and follow the prompts. Your USER NAME and PASSWORD will be provided to you after the course deposit has been paid. Please note that both the USER NAME and PASSWORD are case sensitive, so be sure to type them in just as they appear. Pre-course assignment(s) will be posted no later than two weeks prior to the start of each course. You will be notified by e-mail when each course’s assignment is posted.

**GETTING HERE:** Ithaca and Cornell University are served by the Ithaca Tompkins Regional Airport. The Cornell campus is about a ten-minute drive from the airport. Currently these airlines offer direct service at the Ithaca Airport:

- **US Airways** to/from: Philadelphia International Airport
- **Delta Airlines** to/from: Detroit Metro International Airport
- **Continental/United Airlines** to/from: Newark Liberty International Airport
If you cannot arrange a direct flight to Ithaca, you will find that the Hancock International Airport in Syracuse, New York, accommodates a greater number of airlines. Ithaca is about a 90-minute drive from Syracuse. Ground transportation is available there, where you may rent a car or catch a shuttle bus. Ithaca Airline Limousine, provides shuttle service several times each day. The cost is $80/one-way, or $110/round-trip (subject to change). You should contact them directly for reservations at 1-800-273-9197 or 1-607-273-3030. For those arriving in New York City, please note that a bus from New York City takes about five hours. More details on other travel options and maps and directions to Ithaca and the Cornell campus can be found on our website.

**ARRIVAL/DEPARTURE PLANS:** Classes begin at 8:30am (08.30) on the first day and end on the third day at 3:30pm (15.30). You should also plan to be available the first two evenings for homework or group work. Because of the intensive nature of these courses, those who arrive late or leave early will not be eligible to receive a Certificate of Completion for the course.

**DAILY TRANSPORTATION:** Complementary shuttle-bus transportation will be available to and from class each day. Shuttle buses will make stops at suggested housing options. If you have not advised us of your housing accommodations, please do so as soon as possible so that we may coordinate the shuttle schedule.

**LODGING:** Although the Office of Executive Education does not make housing arrangements for PDP participants, we have negotiated special PDP rates with a number of hotels, as well as on-campus facilities. Participants are responsible for making their own arrangements for accommodations and paying for them at their own expense. See our website for lodging details.

**MEALS:** Continental breakfast, refreshment breaks, and buffet networking lunch are included each day of class. Evening meals are not provided, however, Ithaca is culturally diverse, and offers many convenient dining options. Dining information will be available at PDP registration and our staff can provide you with recommendations.

**ORIENTATION:** Prior to your arrival, we will provide you with information about your stay and getting the most out of your PDP experience. Registration and continental breakfast will be held at 7:30am (07.30) on the first day of class in the Park Atrium at Statler Hall. There you will receive your welcome bag containing PDP information. Classes will begin promptly at 8:30am (08.30).
**CLASS SCHEDULE:** The three-day class schedule will be as follows:

<table>
<thead>
<tr>
<th>Pre-Course</th>
<th>Day One</th>
<th>Day Two</th>
<th>Day Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned reading, project, or problem set requiring approximately 2 1/2 hours of study time</td>
<td>08.30-12.30: Class</td>
<td>08.30-12.30: Class</td>
<td>08.30-12.30: Class</td>
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<tr>
<td>13.30-17.00: Class</td>
<td>13.30-17.00: Class</td>
<td>13.30-15.30: Class</td>
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<tr>
<td>17.00-18.30: Reception</td>
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<td></td>
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<tr>
<td>Evening: Individual or group assignment</td>
<td>Evening: Individual or group assignment</td>
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<tr>
<td>There will be a 20-minute break in the morning and a 20-minute break in the afternoon.</td>
<td>There will be a 20-minute break in the morning and a 20-minute break in the afternoon.</td>
<td>There will be a 20-minute break in the morning and a 10-minute break in the afternoon.</td>
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</tbody>
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You are expected to be **in attendance at all sessions.** Certificates are presented only upon completion of each course, and you must be present to receive your completion and certification documents. **We reserve the right to withhold certificates from participants who do not attend all sessions.**

**COURSE MATERIALS:** The course fee includes everything **required** for the class work including notebooks, articles, note paper and pencils, and CDs for those courses requiring them. Laptops are not required but may prove useful.

**COURSE CHANGES:** Due to the intensive nature of the three-day format and the requirement of the completion of the pre-assignment, course changes after arrival at PDP will be limited. Changes for courses that begin on Mondays may take place no later than the previous Friday at 12:00pm (12.00). Changes for courses that begin on Thursdays may take place no later than the previous Tuesday at 12:00pm (12.00). Within these time-frames, the Office of Executive Education is available to counsel you about course content and changes, particularly to earn one of the many **Certifications.**

**WEATHER:** Summer temperatures vary in this area during the day from 70 to 95 degrees Fahrenheit (21 to 35 degrees Celsius), and 60 to 70 degrees (16 to 21 degrees Celsius) in the evenings. Extreme lows of 40 degrees (5 degrees Celsius) and highs of 100 degrees (38 degrees Celsius) have been recorded, but are very unusual. Rain showers are not uncommon.

**ATTIRE:** You should select your wardrobe in consideration of the weather. Attire for classes is **strictly casual** - shorts and jeans are standard dress in the classroom. Please note that all spaces in The Hotel School are on a central air conditioning system. If you come from a warm climate, you may want a **light jacket or sweater** to wear in the classroom. There will be some photo opportunities and some participants like to plan weekend trips, so you may want to pack at least one business outfit (dress, suit, jacket and slacks, etc.). If you are more comfortable in attire that is customary or traditional in your country, by all means dress accordingly.
PERSONAL ITEMS: You will want to bring only those appliances (i.e. hairdryers and electric razors) and adapters which will operate on 110 volt current. The outlets accommodate a three-prong plug consisting of two power points and a ground connection.

COMMUNICATIONS: Mail is distributed Monday through Friday in the Hotel School and should be addressed to you at: Your Name, Professional Development Program, Cornell Hotel School, Room 245 Statler Hall, Ithaca, NY 14853-6902.

We suggest that you take advantage of the fax service which will be available at the Campus Copy Center, located on the ground level of the Hotel School. You may also receive incoming fax messages through the Office of Executive Education at this number: 607-255-8749.

You do have the option of accessing the internet and your email from computer kiosks in the Binenkorb Computer Center, and the Marriott Student Center at The Hotel School. We suggest that you set up an internet-based e-mail account in advance of your arrival if you do not have one already.

Information on connecting to the Cornell University network (both wired and Wi-Fi) once on campus can be found at Visitors’ Getting Connected Guide.

FINANCES: PDP 2016 participants recommend US$275 spending money for each week of participation, in addition to meal expenses. VISA and MASTERCARD are accepted on campus and in most local shops; AMERICAN EXPRESS is less popular, and DINER’S CLUB credit cards are accepted in very few outlets. Travelers Checks in US dollars are accepted at virtually all shops and restaurants with proper identification; **personal checks are not accepted**.

There are banking facilities on the campus for most routine transactions. While thefts are rare, the possibility always exists; you are encouraged to keep your cash holdings to a minimum. Please note that we do not have safe deposit boxes available for participants.

OTHER QUESTIONS? To answer your questions and concerns, fax and email are the most efficient methods of communication, as we can research the answer and respond usually within a 24-hour period. **Fax: 607 255-8749. E-mail: exec_ed_hotel@cornell.edu.**