

# USC Chan Division of Occupational Science and Occupational Therapy

## Guest Form: Visitors to Chan Division

Please complete the form below if you have a guest coming to the Chan Division to visit, give a presentation, attend a meeting, or for any other purpose. Please allow at least 10 days of processing time for out of town guests. Submit your completed form to Nicole Elves.

Requester Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Guest Name and Title: \_\_\_\_\_

Guest Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Guest Institution: \_\_\_\_\_

Date/s of Visit: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

Hotel accommodation needed?      Yes      No

Preferred Hotel (if applicable): \_\_\_\_\_

Dietary Restrictions: \_\_\_\_\_

Special Requests: