

switchboard operator. Check the hotel desk occasionally for mail and messages. If your telephone has a colored light attached, this will flash silently to indicate the hotel desk has a message which arrived when you were not in your room. Simply lift the receiver of the telephone and dial the main desk number for your message.

Hospitality will be offered to you along the route during your visit. Cancelling an accepted invitation at the last minute should be avoided unless you are extremely tired or indisposed. If you must cancel, call your program officer or local contact as soon as possible so as to provide your host with adequate notice.



*It is better to be five minutes early for an appointment than five minutes late.*