

## ISOS Travel Briefing Request

We recommend that you request a Pre-Travel Advice briefing from [International SOS](#) - the international safety and security experts with whom the CU system contracts. Please note that this is a voluntary and independent process.

If you choose to use this service, International SOS will review your group's itinerary and provide you with detailed safety/security advice specific to your group travel location and arrangements.

This service is free, but you will need to provide CU's membership number for International SOS: **11BCAS000006**. Make sure you include as much information as possible in your request.

If your group plans change, you can request additional briefings from International SOS as needed (or call the Philadelphia assistance center at +1 215 942 8226 or +1 800-523-8930 for immediate assistance).

Feel free to use the template provided below by International SOS to submit your request. You will need to edit the highlighted areas with information specific to your trip.

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**E-mail Address:** [philadelphia@internationalsos.com](mailto:philadelphia@internationalsos.com)

**Subject Line:** Request for Travel Briefing: **City, Country**

**Body:** Please provide as much information as possible in your request for your travel briefing. Please provide answers to questions 1 through 8. If possible, also include answers to 9 through 12.

1. Travel Dates:
2. Number of Travelers:
3. City:
4. Country:
5. Traveler Profiles - What are the travelers nationalities? Have they traveled to this location before?
6. Travel Purpose – Is this for business or leisure? If business, what will be the nature of the work and the specific tasks of this group?
7. Safe areas for lodging or hotels to avoid: <do you want a recommendation for areas to look for hotels?>
8. Ground Transportation Recommendation: <do you want a provider referral?>
9. Local support level – Will they be visiting a local office? Will they be working on behalf of a local client or with a partner company? Which company? Do you have physical addresses where the staff plans to visit during their travel?
10. Transportation & Accommodation – Will the travelers be supported locally with transportation? Where will they be staying?
11. Places to visit: <Name and address of places to visit during the trip; hotel; office location; other meeting locations>
12. Other Considerations: