



## The MIT Office of Minority Education

Massachusetts Institute of Technology  
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### INTERPHASE 2009 TRAVEL GUIDELINES AND INFORMATION

#### TRAVEL ARRANGEMENTS

Whatever your final travel plans, **remember that you must check-in at Next House, MIT by 4 PM on Sunday, June 28<sup>th</sup>.** If you are returning home at the end of the program, please **make sure that your departure flight is scheduled no earlier than Thursday, August 20<sup>th</sup>, 2009.**

If you need a ride from the airport/station to MIT, **we need your full itinerary.** Even if you are traveling independently, or arriving early with friends or family, we need to know when/how to expect you. Please mail or fax the enclosed travel form by Friday, June 5. You can download the form electronically from our website if you choose to email us.

If you have not secured transportation, please do so right away! Airfare prices change rapidly, and the closer you purchase to the date of departure, the more expensive it is.

#### ONCE YOU HAVE YOUR TICKETS AND FEEL READY TO TRAVEL:

- Mail or fax the travel form to Sandy Gonzalez at the OME (gonzalsx@mit.edu), and give us your full itinerary.
- Keep handy the phone numbers for the travel agent, airline(s), bus line(s), etc. They are your best source for advice in case anything comes up before you reach the airport/station. Remember to travel with a photo ID.
- Bring only necessities with you. A box can be shipped to you within the first week of arrival, since airlines charge you for checked suitcases. You can leave the box packed at home, and call from here with precise directions for shipping. Save yourself some headaches while traveling!
- Most plane tickets are non-refundable, even if not used – do not miss your plane!
- Scheduled flights are sometimes canceled or re-scheduled. The airlines usually try to let you know – but do not be so confident! **Call the airline** the night before and early on the day of the flight to verify that your scheduled itinerary is still the same. Plan to arrive at the airport 2 hours before your flight is scheduled to depart.
- If you have an accident or any mishap that prevents you from boarding your plane or train, etc., do not panic. Go to the ticket counter of your line, and explain the situation. In such cases airlines try to

help—sometimes, they can send you on a later flight, or even get you a seat on another airline.

## WHILE TRAVELING

Especially outside of business hours (9:00AM-5:00PM), your best source of help is your airline/train/bus line's personnel. If they cannot help you, try your travel agent. Call the OME if things are not working out and you have problems getting here or if your travel plans change. After hours, you can contact Dean Tammy Stevens or Dean Elsie Otero.

## IF YOU ARE TRAVELING BY CAR, OR INDEPENDENTLY ARRIVING TO MIT

Go to the MIT website for directions to Next House (Building W71, 500 Memorial Drive, Cambridge, MA 02139). <http://web.mit.edu/ome/programs-services/interphase/getting.html>

**Cars are not permitted during the Interphase Program.**

## AIRPORT/STATION PICK -UP

- OME volunteers will be wearing MIT t-shirts and will be holding Interphase signs in the baggage claim area. The OME bus will leave from outside the baggage claim area of your terminal. The OME volunteer will look for you at the curbside near the baggage claim area. If you do not see an OME volunteer at the curbside, please wait patiently. **DO NOT wait inside the terminal.**
- Due to heightened airport security, we will not be able to park. Therefore, we will depend upon you to follow these instructions to the letter. Do not leave your luggage unattended at any time.
- If any of your luggage is damaged or lost, and you are mobile with all your possessions, call the OME (617-253-5010) from the airport and leave a message with your full name, time, and inform us that you will be taking care of lost/damaged luggage – then proceed immediately to the appropriate office. If you cannot carry all your possessions, wait for the Interphase staff as indicated above. Interphase staff will identify themselves.
- If traveling by bus/train, please walk to the passenger pick-up area (with your bags) which is usually curbside. Look for the OME volunteers with the Interphase signs in the passenger pick-up area.
- **\*\*\*DO NOT accept any help or allow distractions from strangers** – no matter how friendly. Do not approach anybody you may think is the Interphase staff. Stay alert for the Interphase staff—usually a student a few years older than you. He/she will approach you and will have a sign and a t-shirt clearly stating “MIT” or “Interphase.” If you see them first, you may ask, “who are you looking for?” They will know your name and itinerary. DO NOT volunteer that information to anyone else.
- Please follow the Interphase staff's instructions. You are in good hands with them.
- Be patient. We are picking up dozens of people in a few hours. Unpredictable traffic and unexpected amounts of luggage may slow us down—please be mindful of that when you pack. There will be hundreds of people arriving at the same time as you, and finding you may take some time. We have to pick up every Interphaser. Delays or early arrivals may translate into pick-up delays for some. Be prepared for someone to be there waiting for you, or to wait for an hour or more. If it seems that something is just not right, please call OME (617-253-5010) and leave a message with your full name.

time of your call, and location with landmarks such as gate number, or “AVIS” agent, etc. Please try your best to wait in the location we have asked. Your only hurry is to make contact with us—if you move around, you won’t help us.

• We have provided the following numbers in case you need them; Logan Customer Service (617) 561-1800, Logan Ground Transportation (800) 235-6426, Logan Lost and Found 617- 561-1714. As a reminder, you can contact the OME at the following number: 617-253-5010.

#### FINAL REMINDERS AND PREVENTING “EMERGENCIES”

• Create a list of what you must have with you during Interphase, and decide what is practical to haul with you (the essentials for the first few days), what is best to ship separately (bulkier things you must have here this summer), and what may be best to buy in Cambridge (heavy and/or bulky things, or those you still need to buy, or those you are likely to replace soon).

Please DO NOT ship anything to the Office of Minority Education. **All shipments must be sent to the dorm to arrive after you get on campus.** The dorm address is: Next House, Bldg W71, 500 Memorial Drive, Cambridge, MA 02139-4307.

• Start packing at least a week in advance to prevent last minute problems—like a bag that won’t work for what you want.

• If you wear glasses, bring a recent prescription and a spare or old pair—don’t worry about looks. You might need them for an emergency.

• Bring any necessary medication and a prescription in the event you need a refill.

• Bring a swimming suit—you will need it for the mandatory swim or sailing class.

#### QUESTIONS

Call the OME at 617-253-5010. Our office is open Monday – Friday, 9:00 am – 5:00 pm.