

PRE-TRIP CHECKLIST

Review:

- Earthquake preparedness document
- [Guidelines for ARC Staff Supporting CSV](#)

Timeline for preparation:

- Several months before travel:
 - Be sure that you have a valid passport.
- About 6-8 weeks before travel:
 - Obtain [Temporary Field Service to Chile Allowance](#) letter
 - Arrange with Andrea Taggart for [high-altitude physical](#)
 - Make your travel arrangements or ask Lyndele von Schill for assistance. Be sure to review foreign travel requirements on the wiki.
 - Contact Carola Lara and Alina Prus for pre-travel arrangements:
 - Providing them with your travel itinerary
 - Working out arrangements for getting from the Santiago airport to the office.
 - Arrangements for accommodations in Santiago
 - Obtaining a cell phone for use in Chile
 - Contact Claudia Reyes to:
 - Arrange in country travel (between Santiago and the OSF). Claudia will also need your passport and visa information.
 - Confirm your housing arrangements at the OSF
 - Arrange for travel between Santiago and the OSF

Things that you'll need in Chile:

- Your laptop & power plug adapter (European)
- Season-appropriate clothing
- Personal items, including toiletries
- Over-the-counter and prescription medicines



Name	Phone	Address	Function
Ted Miller tmiller@nrao.edu	434-296-0321	520 Edgemont Rd, Charlottesville, VA 22903	Fiscal/Administrative
Lyndele von Schill lvonschi@nrao.edu	434-296-0308	520 Edgemont Rd, Charlottesville, VA 22903	NAASC admin support
Claudia Reyes creyes@alma.cl		Alonso de Córdova 3107 Vitacura – Santiago	OSF Travel - Admin Support
Alina Prus aprus@nrao.cl	56-2-210-9600	Apoquindo 3650 18th Fl Las Condes, Santiago "El Golf Bldg"	Office of Chilean Affairs
Carola Lara clara@nrao.cl	56-2-210-9600	Apoquindo 3650 18th Fl Las Condes, Santiago "El Golf Bldg"	Office of Chilean Affairs
Alison Peck apecck@alma.cl		Alonso de Córdova 3107 Vitacura – Santiago	
Andrea Taggart ataggart@nrao.edu	304-456-2262	PO Box 2, Green Bank, WV	High-altitude physical information