

Pittsburgh Visitors Protocol to Qatar Campus

Prior to arrival:

1. Contact the International Operations Specialist at the CMU main campus at 412-268-3065 or qartravl@andrew.cmu.edu for assistance with your travel and other accommodations. Early notification of your travel plans is important in order for the International Finance office to efficiently process your trip request. Note that you will need to provide the following information when making your initial request for assistance:
 - Dates of travel,
 - Purpose of travel, and
 - Traveler's current passport (passport should be valid at least 6 months)
 - Email invitation or approval from Qatar campus sponsor
2. Contact the Benefits Office at HRhelp@andrew.cmu.edu or 412-268-2047 to ensure your health coverage during your travel. Lori will need to enroll you in an international coverage for business travelers.
3. Fadhel Annan, fannan@andrew.cmu.edu, will send your visit visa via email. Please print this out and hand carry a copy with you when you travel to Doha.
4. You will receive your eticket from the Fiscal Administrator, qartravel@andrew.cmu.edu. Please print this out and hand carry a copy with you when you travel to Doha.
5. Renee Barcelona, barcelon@andrew.cmu.edu or (974) 4454-8513, will send you a confirmation of your hotel/lodging accommodation(s), Al Maha (meet and greet) service at Doha International Airport to assist you through immigration and airport transportation arrangements for Doha prior to your travel departure.

Upon Arrival to Doha International Airport:

1. Approach the Al Maha Service counter on the right side of the arrival hall prior to immigration counter. They will assist you through immigration/ customs, process your visa and passport, and help you to collect your luggage.
2. After you exit the security check of the airport, you will be greeted by either a driver (who will be holding a sign with your name) or CMUQ staff to take you to your hotel/accommodation.
3. If a car is reserved for you through your hotel in Qatar, you will need to stop at the hotel's counter at the airport and give them your name.
4. Upon your arrival at the hotel/accommodation, you will receive a CMUQ welcome bag that contains: cell phone, Doha map, CMUQ directory, complementary taxi coupons for transportation while visiting Doha, and other useful handouts. Please leave the cellphone and the unused transportation coupons at the hotel upon check out.

First Day at Carnegie Mellon University in Qatar:

1. Carnegie Mellon's building is located in Education City, next to Weill Cornell and Texas A&M Universities.
2. Check in with your inviting department coordinator. She will:
 - Give you general guidance regarding your space/equipment.
 - Provide you with your CMUQ ID badge.
 - Review your schedule during your visit.
 - Provide you with contact information for various tours, personnel, etc.

Charges for your hotel room and transportation will be paid by CMUQ. All other expenses, including excursions (e.g. Safari, City Tour, etc.), will be at the expense of the traveler.

* Please note: City tours will be paid by the university for pre-employment visits only.

Security

Qatar is considered to be a very safe country; however, when traveling abroad you should continue to be alert and aware of your surroundings.

During your stay, should you have any questions or concerns related to security, you may want to speak directly to a member of the Doha Emergency Response Team (DERT)

James Gartner, Senior Director of Global Security jgartner@cmu.edu, (974) 4454-8434

Erin Stewart, Director of Human Resources emstewart@cmu.edu, (974) 4454-8510

Richard Mundy, Chief Operations Officer rmundy@andrew.cmu.edu, (974) 4454-8400

In addition, should there be an incident either worldwide or in Qatar, you are encouraged to contact any one of them for guidance and instructions, if necessary.