




MEMORANDUM

TO: Deans, Associate Deans (Research), Department Chairs, Directors of Schools
FROM: Ted Hewitt, Vice-President (Research & International Relations) 
DATE: 9 February 2010
RE: Accommodation for Visiting International Faculty – Summer 2010

Once again this summer, the Office of the Vice-President (Research & International Relations) has secured a block of eight (8) rooms in the Elgin Hall B&B for the period Saturday, May 8 to Saturday, August 28, 2010 for visiting international faculty. Please keep in mind that the available rooms are in suites of four bedrooms each, with all other facilities to be shared with other occupants. The cost of these rooms will be covered entirely by my office and the rooms will be available on a first-come, first-served basis.

If you would like to reserve a room or rooms for your visiting international faculty during the above-mentioned period, please contact Melissa Franco (mfranco5@uwo.ca) in my office a.s.a.p. Please be sure to include all of the pertinent details for your request (i.e. visitor name and institution, country from which they are visiting, dates of the visit, etc.).