




**W. E. (Ted) Hewitt, Ph.D**  
*Vice-President (Research & International Relations)*

## MEMORANDUM

**TO:** Deans, Associate Deans (Research), Department Chairs   
**FROM:** Ted Hewitt, Vice-President (Research & International Relations)  
**DATE:** 25 January 2011  
**RE:** Accommodation for Visiting International Faculty – Summer 2011

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The Office of the Vice-President (Research & International Relations) has secured a eight (8) rooms in the Elgin Hall B&B for the period Saturday, May 7 to Saturday, August 20, 2011 for visiting international faculty. Please keep in mind that the available rooms are in suites of four rooms 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](mailto: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.).