

## General Information

### “What you need to know before you leave home”

#### ***Attire for Orientation Program:***

Opening and Closing Dinner – Business  
Sessions – Business Casual

#### ***Luggage:***

Make sure you have checked with your travel agency regarding how much luggage you are allowed to bring to Europe and to Eastern Europe. Sometimes it is only one suitcase. It will depend on your destination and on the airline.

*Usually, it's the following:*

Transatlantic Flights:

2 pieces per Person – 20-23 kg per piece (depends on airline)

Other flights:

1 piece per Person - 20 kg Economy Class

1 piece per Person - 30 kg Business Class

#### ***Visa:***

Please make sure that you contact your host university and find out if you will need a visa to enter the country. I know that you need a visa for Russia, Uzbekistan, and Mongolia. For the Ukraine only if you stay longer than 90 days.

The host university usually prepares a visa letter for you; they will only need certain information (e.g., copy of passport, arrival and departure time, etc.) from you. Also advise the host university that the visa letter should say “business” and not “study”.

*Attention:* Please do not wait until the last minute since embassies might be slow in issuing your visa!

Always carry the phone number of the embassy with you – just in case you will need it!

#### ***Lodging:***

Have a clear understanding as to your lodging arrangements before you arrive.

#### ***Attire for Teaching:***

Please get in touch with former Senior Lawyers who have taught at your host university. They will be able to give you more specific information. Should you be the first one assigned to the university, we suggest that you clarify your teaching schedule with your contact person prior to arrival.

***Papers to bring:***

If you plan on bringing papers for your students I would have some recommendations to make it easier:

- a) Ask your host if students can work with discs
- b) Put the papers on your website and give out links
- c) Put the papers on your website and ask your host if you can print at the university
- d) Ship papers with courier to your contact – make sure you inform your contact (DHL might be less expensive for Eastern Europe than FedEx)
- e) Send materials to the students via email (ask your contact if this is possible)

If you rely on handouts during classes, try to have them distributed to your students in advance. Since English is not their first language, it might take them a good deal of time to understand the papers.

***If you are going to Russia:***

Please make sure to copy CILS in into all your email correspondence. Sometimes .ru emails will not go through and your server will not notify you. CILS will be able to communicate with .ru emails.

We would also recommend using the following website <http://translation2.paralink.com/> whenever you send emails to your host. This program translate your email also into Russian and it will make it easier form them to understand and answer.

***Gifts to bring:***

Bring something small from your hometown or firm, e.g. magnets, chocolate, JFK ½ dollar coins, ballpoint pens, etc. Your contact and students will appreciate it and, in most cases, they have something prepared for you as well. Again, please talk to former Senior Lawyers.

***Internet Connection:***

Don't expect that every university will have an Internet connection prepared for you. Please ask your contact and find out if you should bring your laptop with you. Make sure the school has the appropriate equipment and connections.

If you do own a Blackberry, bring it along. This might be the best way to communicate with home. If you are able to set up a connection your office can scan papers in and mail it to you.

***Telephone calls back home:***

If you do get Skype via your computer, you should use it, since it is for free. If you bring your own laptop, please install Skype before you leave and make sure you bring headphones.  
*Attention:* To use Skype, you need to have Internet connection!

If you do not have this option, you should look around for phone cards for cheaper calls to the United States. Students might be able to help you in this regard.

***Credit Cards:***

Credit cards usually work in bigger cities, but please inform your credit card company which country you are going to and inform yourself if it is common to pay with credit card. Please ask former Senior Lawyers who traveled to your destination before. Usually, the credit card companies also provide insurance. Please check before you leave the United States.

***Travelers checks:***

Ask a former Senior Lawyer who has been to your destination country.

***Cash:***

Be prepared that United States banks might not have every currency available and it might take a few days to get the foreign currency. Please check with your local bank early enough. Do not bring too much cash with you. Check with your host contact if there are cash machines and ask your bank if your debit card will work outside the United States.

***Language:***

Please keep in mind that people in Eastern Europe are not always fluent in English. Therefore, you should learn a few words in the local language, e.g. "thank you", "good day", "please", "do you speak English", etc.

If you go to Russia, please make sure that you study at least the alphabet. This helps you to get around.

***Attend Other Classes:***

Offer to make guest appearances/presentations in classes other than yours. This is some of the best exposure for you and great use of your spare time. You might also invite local professors to your classes.

***National Holidays:***

Make sure that you either check with your host university or online if there are any national holidays during your stay in Eastern Europe. If so, please check with the host university for how long the university will be closed.