**JRCERT Site Visit Agenda**

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| **General Information** |
| Program Name | Enter Program Name. |
| JRCERT Program Number | Enter Program Number. |
| Institution Address | Institution Address. |
| Institution City, State and ZIP. |
| Site Visit Dates | Choose first day of Site Visit. to Choose second day of Site Visit. |
| Program Director  | Enter Program Director Name and Credentials. |
| Program Director Office  | Enter Program Director Office Phone Number. |
| Program Director Cell  | Enter Program Director Cell Phone Number. |
| Program Director Email | Enter Program Director Email Address. |

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| **Site Visitor Information** |
| **Team Chair** | **Team Member** |
| **Team Chair Name and Credentials.** | **Team Member Name and Credentials.** |
| **Team Chair Title.** | **Team Member Title.** |
| Team Chair Institution. | Team Member Institution. |
| Institution Address. | Institution Address. |
| Institution City, State Zip. | Institution City, State Zip. |
| Team Chair Phone. | Team Member Phone. |
| Team Chair Email. | Team Member Email. |

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| **Travel Information**  |
| Choose date of Team Chair arrival. Enter Team Chair Name. arrives Time of arrival. | Team Chair Flight Number/Travel Arrangements. |
| Choose date of Team Member arrival. Enter Team Member Name. arrives Time of arrival. | Team Member Flight Number/Travel Arrangements. |
| Site Visit Team will travel to hotel via Enter travel arrangements to hotel. |

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| Choose day before site visit. |
| **Time and Location** | **Event** | **Purpose** | **Attendees** |
|  | Site Visit Team Meeting | Discuss preliminary findings and review agenda |  |

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| Choose first day of Site Visit. |
| **Time and Location** | **Event** | **Purpose** | **Attendees** |
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| Choose second day of Site Visit. |
| **Time and Location** | **Event** | **Purpose** | **Attendees** |
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