Team Secretary Communication Template (1)
Communicating logistical requirements to the faculty accreditation lead

*Note: the information in bold is either required or strongly recommended.*

Dear [Faculty Accreditation Lead]:

I am the team secretary for the upcoming LCME accreditation survey visit and I wanted to let you know that I have received the DCI and all survey related documents.

 **Accommodations and Dining**

Please send me the information about the hotel that has been reserved for the survey visit team. Our usual practice for survey visits is for the school to use its account or credit card to guarantee the rooms, with charges to be billed to individual team members upon their arrival. I will let the team members know to give the hotel their personal credit card for expenses on arrival and that the LCME will reimburse them.

Other than a suite for the team chair with Internet access (where we will conduct the entrance conference with the dean, and where the team will gather in the evenings for discussions), team members should not have any other particular hotel needs. I would also appreciate it if you could send me a list of recommended restaurants in the area. Including a mix of types and distances (with some as close as possible) would be very helpful.

**Transportation**
If it's easy to get taxis or shuttles at the airport, it will be simpler for team members to take care of ground transportation from the airport to the hotel themselves. If one or more airports are more convenient than the others, please let me so that I can advise the team members. This will make it easier for you to arrange outbound transportation for us at the end of the visit. Any advice or suggestions you have will be appreciated.

**Data Updates Prior to Visit**

Please follow the instructions on the “Submitting Updates” tab of the “Accreditation Preparation” page of the LCME website, [www.lcme.org](http://www.lcme.org). Be sure to navigate to the correct academic year and visit type. For updates intended for the team secretary, you may send updates directly to me at this E-mail address.

**On-site Data Updates**

I would ask that you start a set of electronic folders on a USB thumb drive that I will take with me at the end of the survey visit. On that drive, please create folders labeled "documents sent prior to visit" and separate folders for each day of the visit. That way, when a session participant provides team members with a hard copy of a document, for example on Monday, you will also create an electronic copy of that document for the thumb drive file for that day. Keep a running record of the attendance at each meeting during the survey visit and make a corrected final schedule showing the actual attendees. Provide the final corrected schedule in the thumb drive, as well. It is the team secretary's responsibility to collect copies of all documents distributed during the survey visit in case they need to be incorporated into the team report for potential review by the LCME. You are required to send one final batch of updates to the LCME Secretariat, following the survey visit.

[Use this if the school has already sent you a draft schedule]

I will look at the proposed schedule early next week so that we can finalize the schedule and you can start getting the survey team meetings on the schedules of your faculty and administrators. It is a good idea, if you have not already done this, to make sure that everyone who might possibly need to interact with the survey team is aware of the general schedule for the entire visit so that everyone can plan to be available during the visit.

[Use this if the school has not yet sent you a draft schedule]

Please send me a draft schedule of the survey visit. Use the visit schedule template on the “Standards, Publications, & Notification Forms” page of the LCME website. We will want to finalize the schedule in the near future so that you can start adding the meetings on the schedules of your faculty and administrators. It is a good idea, if you have not already done this, to make sure that everyone who might possibly need to interact with the survey team is aware of the general schedule for the entire visit so that everyone can plan to be available during the visit. The example schedule in the Guidelines for the Planning and Conduct of LCME Accreditation Survey Visits publication will be close to the final schedule that we will generate together.

Please let me know if you would like someone else (perhaps the staff visit coordinator and/or your personal assistant) included on my e-mail messages to you; I would be happy to copy them on e-mails so they might better help you during this process.

Additional information about the survey visit can be found on the “Hosting the Survey Visit” page of the LCME website. If you have any questions at this point, please let me know. I can be reached by E-mail [name@provider.com] or at my direct office phone number [###-###-####] or on my cell phone [###-###-####].

[Optional]
I would like to arrange a phone conversation with you in the next two weeks so that we can review arrangements for the visit. Please send some times that you might be available to take a phone call.

As soon as I hear from you about ground transportation, I will communicate with the team members to let them know the available options when they make their flight reservations.

Thanks for your help with this accreditation visit.

Sincerely,

Team Secretary