

Dear Area Team Chairs, Arrivals Coordinators (active affiliation) and Travel Reps (active and inactive affiliations),

With NH21 arrivals on the horizon, we wanted to review points of interest and deadlines for our core and Congress Bundestag (CB) Arrivals 2021.

**Arrival Orientation Coordinator:**

Please add your 2021 Arrival Orientation Coordinator for your Area Team to the activity module as soon as possible, but no later than **June 18**.

**ACTION ITEM: Once identified, please add the Arrival Orientation Coordinator affiliation to their Global Link Record. You can learn how to add the Arrival Orientation Coordinator affiliation going here.**

Arrival Orientations communications will be sent to affiliated Arrival Orientation Coordinators so it is essential that affiliations are accurate. If you have challenges adding an affiliation to your Arrival Orientation Coordinators service case in Global Link, please contact [AskAFS@afsusa.org](mailto:AskAFS@afsusa.org) for support.

This will allow AFS Staff to communicate with Area Teams regarding arrival orientations. NH21 Arrival Travel and Orientations communications will be sent to affiliated Arrival Coordinators so it is essential that affiliations are accurate.

**Orientation:**

AFS-USA has created Arrival Orientation Activity Shells for each area team/host distribution site (HDS) in the Activity Module in Global Link. You can search for your Activity Shell using the following naming convention: **Area Team (YourHDS) Arrivals NH21**. Please see the link to MyAFS [here](#), where you can find directions for how to enter the required information.

**ACTION ITEM: Please enter your Arrival Orientation information into the Activity Module no later than July 1.**

If you have challenges entering the information into the Arrival Orientation Activity Shell, please contact [AskAFS@afsusa.org](mailto:AskAFS@afsusa.org) for support.

**Travel Reps:**

Area Team "Travel Representatives" (Travel Reps) will serve as each Area Team's point of contact for NH21 participant arrivals on the day of travel. A job description outlining Travel Rep responsibilities is available on MyAFS [H&L](#). Please contact Ryan Tallman at [rtallman@afsusa.org](mailto:rtallman@afsusa.org) if you have any questions about this role.

**ACTION ITEM: All Teams must identify a "Travel Representative" (Travel Rep). Please enter your Area Team's Travel Rep information into [this googleform](#) by June 18.**

AFS-USA will hold training webinars for Travel Reps during the last two weeks in June and Area Team Travel Reps will be invited to participate using their affiliation so it is essential that affiliations are accurate.

### **International Flight Details:**

AFS Partners sending CORE and CB participants to the USA on NH21 have been asked to, wherever possible, arrange travel for participants according to the most expeditious and cost-effective flight plan to the Host Distribution Site (HDS). (See recent MyAFS News post [here](#)).

While the majority of AFS Sending Partners will be able to ticket their students directly into the HDS airport, other Partners will not be able to do so and will ticket their students into an international arrival airport. AFS USA will then arrange for domestic travel to the HDS. You can access arrival travel via the participant in My AFS or in the Travel Reports on Global Link.

More information about how to prepare for NH21 Arrivals will be provided in the Travel Rep training in mid-June.

### **Domestic Travel Plans:**

Because some Sending Partners may not be able to through ticket for all of their participants due to airline flight schedules, AFS-USA still expects to be booking some domestic flights. Domestic travel plans will be available in Global Link once we have confirmed international travel from the partner.

### **Material Mailing Address:**

**AFS-USA is reviewing the contents of the material mailing to determine what is still essential to be sent given COVID-19 and NH21 Arrival plans. AFS-USA will send updated information to Arrival Orientation Coordinators in mid to late June.**

### **Arrival Orientation:**

The [Arrival Orientation](#) (AO) materials will be available digitally, printed copies of the materials are no longer shipped out. More information regarding Arrival Orientations, will be posted on MyAFS Help & Learning in the coming weeks. For questions regarding the Arrival Orientation content, please contact [AskAFS@afsusa.org](mailto:AskAFS@afsusa.org).

***Important Update: Students must have single rooms for an overnight connected to Arrivals/Arrival Orientation.***

Given that the vaccination status of your participants, and any quarantine and/or PCR testing requirements based on that, will likely be unknown at the time you are planning your Arrival Orientation, you may wish to avoid an overnight event. If you plan an overnight event for Arrival Orientation, students must be no more than one person to a room. A virtual option must be offered for any students not able to or comfortable attending an in-person event.

**Arrival Dates:**

- 1<sup>st</sup> Arrivals: August 11<sup>th</sup>, 2021
- 2<sup>nd</sup> Arrivals: September 9<sup>th</sup>, 2021

*After 1<sup>st</sup> arrivals, AFS-USA will send additional information regarding 2<sup>nd</sup> arrivals.*

We appreciate all of your hard work ensuring that students are placed and have a smooth arrival into the US! If you have a new Arrival Orientation Coordinator this year, please forward this email to them so they have all information pertinent to arrival orientation planning and remember to affiliate them in Global Link (see above for instructions).

AFS-USA will soon assign **Regional Travel and Logistics Assistants** to assist with 2021 Arrivals planning. For now, if you have specific questions related to NH21 Arrival travel (international or domestic flights) please feel free to email [AFShosttravel@afsusa.org](mailto:AFShosttravel@afsusa.org).

For any other questions regarding Arrival Orientations, please review the COVID FAQs and the Arrival Orientation page on Help and Learning for more information. If you have a question unrelated to Travel and you are unable to find the answers after reviewing the information on Help and Learning, please write to [AskAFS@afsusa.org](mailto:AskAFS@afsusa.org).

Warm regards,

The Travel and Logistics Department