

Dear Area Team Chairs, Arrivals Coordinators, and Travel Reps.,

With NH22 arrivals on the horizon, we wanted to review points of interest and deadlines for our core and Congress Bundestag (CB) Arrivals 2022. Our Regional Travel and Logistics Assistants have been reaching out to teams to confirm Hosting Arrival Orientation Coordinators and Travel Reps but we wanted to share an overview of key points for NH22 Arrivals.

1. Arrival Orientation Coordinator:

Please add your 2022 Arrival Orientation Coordinator for your Area Team to the activity module as soon as possible, but no later than **July 22, 2022**.

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 by [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 for support.

This will allow AFS Staff to communicate with Area Teams regarding arrival orientations. NH22 Arrival Travel and Orientations communications will be sent to affiliated Arrival Coordinators so it is essential that affiliations are accurate.

2. 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 NH22**. 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 22, 2022.

If you have challenges entering the information into the Arrival Orientation Activity Shell, please contact AskAFS@afsusa.org for support.

3. Travel Reps:

Area Team "Travel Representatives" (Travel Reps) will serve as each Area Team's point of contact for NH22 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 if you have any questions about this role.

ACTION ITEM: All Teams must identify a "Travel Representative" (Travel Rep). Please ensure that your team's Travel Rep is identified and communicated to AFS-USA Travel staff no later than July 15, 2022.

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

4. International Flight Details:

AFS Partners sending CORE and CB participants to the USA on NH22 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) assigned to your team.

In rare cases, a Sending Partner may not be able to ticket their students directly into the HDS airport. In most cases, teams will be asked to select a secondary airport to fly their participant to. These will be discussed with the Travel Rep as they arise. In rare cases, an alternate arrangement will be made to ticket their participants into an international arrival airport and AFS USA will then arrange for domestic travel to the HDS.

You can access your participants' arrival travel via the participant in My AFS or in the Travel Reports on Global Link.

More information about how to prepare for NH22 Arrivals will be provided in the Travel Rep training in late-July.

5. Material Mailing Address:

AFS-USA is awaiting an update on volunteer t-shirt delivery and participant pins for NH22 Arrivals. While we are not sure if these materials will arrive in time to mail prior to 1st Arrivals, we ask that Arrival Orientation Coordinators update the material mailing address in the activity module.

6. Arrival Orientation:

Arrival Orientation (AO) materials are available digitally, printed copies of the materials are no longer shipped out. More information regarding Arrival Orientations is available in MyAFS Help & Learning [here](#). **Please note that the Help and Learning page containing Arrival Orientation materials will be updated by the end of July 2022.** For questions regarding the Arrival Orientation content, please contact AskAFS@afsusa.org.

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

Given the changing landscape surrounding COVID-19 related requirements, and individual participant, school and/or host family related circumstances 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 or in-person option must be provided within 7 days of arrival for any students not able to attend the scheduled in-person event.


7.Arrival Dates:

- 1st Arrivals: August 10th, 2022
- 2nd Arrivals: September 8th, 2022

After 1st arrivals, AFS-USA will send additional information regarding 2nd 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).

If you have any questions, please don't hesitate to reach out to your **Regional Travel and Logistics Assistant (RTLTA)** to assist with 2022 Arrivals planning. Or, if you are not clear on who is your RTLTA, please feel free to email AFShosttravel@afsusa.org.

For 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.

Warm regards,

The Travel and Logistics Department

