University of California
Pre-Travel Security Briefing Request Form

Instructions: Complete the form with as much detail as possible, as this is the only way we can customize the security briefing to the traveller(s). If sections are not relevant or unconfirmed, note accordingly (e.g., not applicable / not known / to be confirmed by _____).

Forward completed form to AskC24Analyst@ucop.edu with a copy to your campus Travel Risk Manager.

Section 1: Traveler Details

1. Name _____
   If a group, indicate name of trip leader and number of travellers in group.

2. Campus/program affiliation_____

3. UC position_____
   E.g. student, faculty, staff, alumni, other. If a group, list different positions.

4. Gender identity_____
   If a group, list different gender identities.

5. Age_____
   If a group, provide age range.

6. Nationality _____
   If a group, list different nationalities.

7. Local language familiarity_____
   If a group, indicate number who speak the local language.

8. Previous Crisis24 travel briefing?_____
   If a group, has Crisis24 delivered a pre-travel briefing to this group in prior terms/years?
   If an individual, list country and approximate date of prior briefing.

9. Prior travel to location_____
   If a group, indicate number who have been to location before. If an individual, describe when, where, how long for, nature of prior trip, other relevant details.

10. Experience with high-risk travel_____
    If a group, indicate number who have experience with high-risk travel. If an individual, describe when, where, how long for, nature of prior trip(s), other relevant details.

Section 2: Trip Location Details

11. Trip location(s) and date(s) - List countries/cities and the dates of travel per location

12. Purpose of visit - Include summary of activities, name of local host organization, etc.

13. Visa type – If a group, list different visa types.

14. Lodging – Include address and describe type of accommodation (hotel, private home, hostel) and other relevant details, such as security features, etc.

15. Primary work site(s) – Provide address and other relevant details, such as security features

16. Government/military site visit(s)? Describe site location, and other relevant details of site visit, such as when, how long, and purpose of visit.

17. Transportation plan – Indicate how will you get around while you are there (public transportation, rental car, ride-sharing service, taxi, private car, charter bus, etc.)

18. Traveling alone during the trip? If no, describe who you will be traveling with (local host, etc.)

Section 3: Other requests

19. Technology including drones, data, intellectual property (IP), or other sensitive information you plan to take. **NOTE**: *Depending on where you are going and what you are taking with you, you should consult with your [UC campus Export Control Officer](.)*

20. Do you have any specific safety concerns you would like addressed during the briefing? (e.g. concerns tied to the purpose of travel or concerns specific to the travellers)

21. Is there any other information that you feel we should be aware of to aid in the preparation for or the delivery of the briefing?

22. Provide several possible dates and times (include time zone) for the 1-hour briefing. Briefing should be delivered within a few weeks of the departure date.
Note: **Provide 2 weeks' notice, if possible, but no less than 5 business days' notice.**