



IDDS Participant Ex. Worksheet

Participant Forms

Overview

Before participants arrive to a summit, there is a large set of information you will need to help make their experience a safe and fun one. Below are the following sample templates of the type of information you will want to collect from participants before they arrive:

- Housing Preferences Form
- Travel Information Form
- Health + Safety Information Form
- Project Selection Form
- MIT Liability Release Agreement ([download sample here](#))
- Participant Risk Acknowledgement form ([download sample here](#))

Housing Preferences Form

Below is a sample of a housing preferences form you can copy and edit for your use.

During IDDS we will be living and working in both urban and rural environments. While in Kumasi, we will all be staying together at the Tek Credit Union Hostel – student dormitory on the KNUST campus. It is a five-story building, with four suites on each floor. Each suite has three two-person rooms, a shared bathroom and shower, a kitchen and a common area. Everyone at IDDS will share a room, and we will use your answers below to match you with roommates that we hope will be a great fit.

Your name:

Do you have any accessibility or physical considerations you would like us to know for your room selection? *

For example, if you walk with a cane, you may want to request a room on the ground floor.

What are your sleeping habits? *

Choose all that apply

- I prefer to wake up early
- I prefer to go to bed late
- I am a very light sleeper

1 year

9 mo

6 mo

3 mo

1 mo

During

1 mo
after

- o I can sleep through anything
- o Other:

Do you have any sleep-related happenings that your roommates may like to be aware of? *

For example, snoring, talking in your sleep, sleep walking, etc...

What are your living habits? *

- o I prefer creative disorder
- o I prefer things to be neat and orderly

What are your drinking habits? *

- o I drink alcohol
- o I do not drink alcohol
- o Other:

What are your smoking habits? *

- o I smoke
- o I do not smoke
- o Other:

I am: *

- o A more talkative, outgoing person
- o A more quiet, peaceful person
- o I can be either type of person.

Are there any habits or characteristics (for example, smoking, messiness, drinking) that you would NOT be comfortable with in a roommate? *

Please also specify if you would not be comfortable with certain habits or characteristics in one of your suitemates.

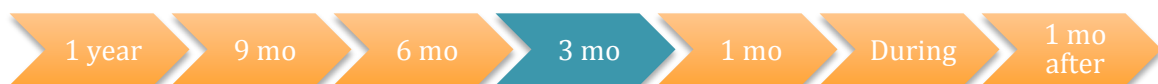
I would enjoy living with: *

- o roommates from similar backgrounds.
- o roommates from different backgrounds.

Please add any other comments or questions about roommates below:

Community Visits Housing Preferences

[Replace the following text with the appropriate one] One of the most exciting aspects of holding IDDS in Tanzania is being able to live and work with community partners in their communities. The IDDS organizing staff is making arrangements for stays in several different communities. The communities vary in many ways, and there will be a wide range of home stay situations. Since IDDS participants also have diverse backgrounds and experiences, we ask you to answer the following questions to help us coordinate your community stays to be as enlightening, enjoyable and productive as possible.



In the communities, you may stay with a host family or in a community space (school, church, etc.). In which of the following living situations would you feel comfortable? *

Please check all that apply.

- Staying with a host family alone
- Sharing a room with a member of the host family
- Staying with a host family with another member of IDDS
- Staying as a group in a community center

Most of the places we are staying will not necessarily have consistent running water or electricity; though some places may. Of the following facilities, which would you be comfortable using? *

Please check all that apply

- Pit latrine
- Pit latrine with seat
- Bucket toilet (uses a bucket of water for flushing)
- Flush toilet
- Any covered place outside

How comfortable are you staying in an area without electricity? *

- Not comfortable
- Moderately comfortable
- Very comfortable

Many of the community members speak only their local language. How comfortable would you be staying with a host family who does not speak a language you understand? *

- Not comfortable
- Moderately comfortable
- Very comfortable

Please list any other questions or concerns you may have regarding community visits below.

If you would prefer not to stay overnight in the communities, please let us know here.

Travel Information

Passport Information

If you are traveling to Tanzania from another country, you will need a valid passport. If you do not have a valid passport, please start the application process immediately as it often takes several weeks to process. Please let us know if you do not have a valid passport so that we may help you streamline this process.

Do you have a passport? *

If yes, please scan and email a copy of it to our organizer, Mweru Kara, at lisamwerukara@gmail.com by April 28.

- Yes
- No

1 year

9 mo

6 mo

3 mo

1 mo

During

1 mo
after

- What is your name exactly as it appears on your passport? ***
- What is your passport number?**
- What is the expiration date of your passport?**
- What is the nationality of your passport?**

Visa Information

Most non-Tanzanians citizens traveling to Tanzania will need a Tanzanian visa. Tanzanian visa expenses will vary depending on your country of citizenship. Please visit:

<http://www.immigration.go.tz/module1.php?id=24> for information regarding your visa requirements and costs. The visa fee for a US citizen is about \$100 and the fee for most other countries is about \$50. Commonwealth Nations, such as Kenya, Uganda, Zambia and Ghana, do not require a visa expense. This might require significant time and effort, thus we ask you start this process now. The information below will allow us to help you in completing the visa process.

Do you need a Tanzanian visa? *

- Yes
- No
- Not sure

On your way to IDDS Tanzania, from which airport or bus station do you intend to depart? *

Often, your home airport.

On your way home after IDDS Tanzania, to which airport or bus station do you intend to arrive back to? *

Health + Safety Form

Final point of arrival after IDDS

Please note that all health information will be kept confidential.

Do you have an international health insurance valid in XXX? *

- Yes
- No
- Not sure

If you do have an international health insurance plan, what is the name of the plan and what is your policy number?

Are you currently taking any medication? *

Do you have any special food needs or allergies? *

- Vegetarian
- Vegan
- Kosher
- Halal
- Lactose intolerant
- Peanut allergy
- No, I can eat anything



- o Other:

Do you have any allergies to medicines, insect bites, or others?*

Do you need to carry insulin or other medications in case of an emergency? *

Do you have any other health considerations or medical needs we should know about? *

Religious Considerations

Do you have any religious observances that may be relevant to the IDDS schedule? For example, do you plan to attend religious services on Friday, Saturday, or Sunday at a particular time or have religious fasts we should be mindful of?

Emergency Contact

Please list the name and contact information of a relative or friend whom we should contact in case of an emergency during the summit. *

Thank you!

Thank you for completing this survey. Please press submit when you are done.

Project Selection Form

Please indicate your top three choices for the projects that you want to work on for IDDS, and include the strength of your preference for each choice by using the following scale:

- 1** = I want to work on this project more than any others!
- 2** = I am very interested in this project and really excited to work on it, one of my top choices
- 3** = I am interested in this project and would enjoy working on it

If you are more than happy to work on any project, please tell us – it will only make it easier for us to form teams.

Please do not list a project that you are not interested in working on.

Be sure that you provide an explanation for why you want to work on each project and describe the skills or experiences that you have that are especially relevant. In addition, indicate which aspect of the project you are most interested in working on. You can make additional comments on the next page.



Please return this form to **XXXX** by **XXXX**

Participant Name:

Project	Rating	Why do you want to work on this project?

Additional comments or considerations:

