



UMMS Tour Request Form

University of Massachusetts Medical School
Office of Outreach Programs, Rm. S3-104
55 Lake Avenue North
Worcester, MA 01655
Phone: 508.856.2707
Fax: 508.856.6540
Email: outreach.programs@umassmed.edu

TOUR GUIDELINES

- Group arrival time:** 8:45 a.m.
- Tour time:** 9:00 a.m.-approx. - 11:30/11:55 a.m.
- Tour group size:** Up to 40 participants, and only 1 group per school, per bi-annual request.
- Available Tour Months:** Mid-October through May .
- Tour Date Options:** Please provide a rough idea of what month/date you would most likely be cleared by your institution to attend. Keep in mind, that we cannot guarantee a tour within the same school year of the request. Your form will be added to a waiting list.
- Student Groups:** Students most benefited by the UMMS tour are those with an interest in the or Biomedical Research, Biotechnology and Health-care Professions (BBHP).
- Visited Departments:** The areas visited *may* include: Simulation Center, Animal Medicine, Animal Imaging, Drug Lab, Electron Microscopy, or Life Flight, depending on the department hosts' availability. Tour groups generally visit between 3-4 of those departments. Due to policies set forth by Risk Management, clinical (patient care) areas are no longer legally open for public visits. **Due to HIPAA regulations, clinical areas such as the Emergency and Surgery Departments are not available for viewing by school groups. As of May 2009, UMMS no longer has an Anatomy Museum.**
- Lunch:** UMMS does not provide lunch; however, the hospital cafeteria and/or the Blais Cafe in the LRB are available for groups wishing to purchase lunch.
- Tour Schedule:** Once we are able to schedule a tour for your group, it is sometimes unavoidable that a certain department may cancel due to an unexpected change in their availability. UMMS will do its best to add another department, but it cannot be guaranteed.
- Maximum Tour Visits:** Due to the large number of requests, groups may tour/visit once within a two-year cycle, but that is not guaranteed, so we may accommodate schools/programs requesting tour/visits for the first time.

Today's Date:

Name of School:

Location of School:

Contact Person:

Contact Phone: Do not add any spaces, dashes, or periods to phone number

Contact Email:

Grade Level of Students: You can enter a more specific grade level if needed

Number of Attendees: Attendees not to exceed 40 and chaperones not to exceed 3.

Of the attendees, how many are students?

Will you be using the hospital cafeteria? Yes or No

Print and fax to 508.856.6540

For UMMS Office Use Only

Tour Date Set: Date Confirmation Email Sent: Date Schedule Emailed:

Tour Date Accepted: (Yes or No) Campus Map Emailed: