

Dear Colleague:

You are receiving this e-mail in connection with your recent letter of invitation to participate in a KITP program. We hope that your visit will be a smooth and productive one. If you have not already confirmed your attendance, please do so as soon as possible.

Most invitations start on a Monday and end on a Friday. Your invitation tacitly includes weekends or holidays surrounding your visit, but you will not be issued an entry key to the building until staff members are present.

To begin the preparation for your visit, please go to our web page at <http://www.kitp.ucsb.edu/visitors/info> where you will find information pertaining to housing, computing, visas, etc. In particular, please note:

### **1) Forms to Complete:**

a) Housing --- Information about housing -- and the Housing Application form -- are available at the above listed site. Please read the housing information before you complete the form! Good housing is very scarce in the Santa Barbara area, and in order for us to take advantage of appropriate rentals we must have as much time as possible to do so. If you have any questions please phone Monica Curry at (805) 893-6346 or contact her by e-mail at [monica@kitp.ucsb.edu](mailto:monica@kitp.ucsb.edu).

b) Computing Form--- The information you provide when you complete this form will help us set up your account and prepare for your computing needs. If you have questions, please contact Kevin Barron at (805) 893-2896 or by e-mail at [kdb@kitp.ucsb.edu](mailto:kdb@kitp.ucsb.edu).

### **2) General Information:**

c) Parking on Campus --- If you plan on driving to campus, please be aware that daily parking rates can be costly, \$8.00 per day. If the daily option is appropriate for your stay, you will need to drive to the **Information kiosk** at the Mesa Parking Structure to purchase a one-day permit. You should identify yourself as "a KITP visitor/faculty member" to obtain the academic permit eligibility status. The kiosk attendant can give you a map and directions to park in the #10 parking structure. For longer stays, you may want to go directly to the Parking Services office to purchase a long-term parking permit at a more economical rate of \$56.00 per month. Be sure to mention that you are "a KITP visitor/faculty member." Permits are required Monday-Sunday 7:30am-10:00pm and can also be purchased from the parking lot pay machines when the kiosk is closed.

When your plans are firm, please send a message to [myvisit@kitp.ucsb.edu](mailto:myvisit@kitp.ucsb.edu) with the date and time of your arrival. In the meantime, if you have any questions or if I can assist you in any way, please let me know. If you have questions about alternative dates, you should contact directly the Deputy Director, Martin Einhorn, [meinhorn@kitp.ucsb.edu](mailto:meinhorn@kitp.ucsb.edu).

Sincerely yours,

Timber Kelley  
[timber@kitp.ucsb.edu](mailto:timber@kitp.ucsb.edu)