

WORLD INTERNSHIPS PRE-ARRIVAL INFORMATION

AIRPORT RECEPTION

Airport Pickup Details:

In Sydney at Kingsford Smith Airport (SYD):

Don't worry-- we will arrange for a driver to pick you up directly from the airport! Hayford, PPA's driver, will be waiting for you when you arrive and will then drive you directly to your accommodations. In case of emergency or flight delay, his mobile number is: + 61 2 (0) 419 463 805.

WHAT TO DO IF...

Missed/Cancelled/Delayed Flight:

If you have missed your flight or a connection, do not panic! First go to the ticket counter for the airline that issued your ticket to make the next available flight arrangements; then call World Internships Emergency Number 303-257-1624 if you are still in the United States.

If outside the US please contact the following contacts so other arrival arrangements can be made:

Please call the driver directly at: + 61 (0) 419 463 805. If you haven't arranged airport pick-up, contact the PPA office at +61 2 9279 0100.

Lost Luggage:

If the airline has misplaced your luggage you must first file a lost baggage report with the airline before exiting customs. You must complete the lost baggage report before you leave the airport. Have luggage delivered to the one where you will be living and the phone number to put is +612 9279 0100.

LAST MINUTE CHECKLIST

- Bags packed (keep valuable, fragile items like laptops and jewelry in carry-on)
- Double check the weight and size allowances on both domestic and international flights, and weigh your bags
- Documents: Plane ticket, passport (w/ copies), visa documents, doctor's note for prescription meds, World Internships Pre-departure Handbook, this sheet
- \$100 in Australian dollars, plus other means of accessing cash (credit/debit cards, etc)
- In-flight entertainment (journal, book, iPod, etc.)

EMERGENCY INFORMATION

In the event of an emergency, you should always communicate with your in-country emergency contact before calling the World Internships office in the United States, as they will be most able to help you.

World Internships on-site coordinator:

Julia Simm
julia.simm@professionalpathwaysaustralia.com.au
02 9279 0100

Emergency contact:

Claire Hancock, State Manager
0431 891 612

World Internships:

17 New South St. Suite 204
Northampton, MA 01060
970-797-5616 (phone)
970-692-2615 (fax)
303-257-1624 (emergencies)
christine@worldinternships.org

Local emergency:

("911"): 100

US Embassy:

Sydney (8am-5pm, M-F)
MLC Centre Level
59 19-29 Martin Place
Sydney, NSW 2000

Professional Pathways Australia:

Level 1, 65 York St. Sydney NSW 2000
Ph: (02) 9279 0100
Fax: (02) 9279 1028

This is the World Internships Emergency Information Card. Please print it out and fill in your information. Then cut it out and fold it in half. We suggest that you print it on card stock and have it laminated. **Keep it with you at all times.**

WORLD INTERNSHIPS EMERGENCY CARD

<p>In the event of an emergency, contact the numbers below in the order provided.</p> <p>During Business Hours:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Contact</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Phone Number</u></th> </tr> </thead> <tbody> <tr> <td>PPAustralia</td> <td>+0292790100</td> </tr> <tr> <td>Claire Hancock</td> <td>+610431891612</td> </tr> </tbody> </table>	<u>Contact</u>	<u>Phone Number</u>	PPAustralia	+0292790100	Claire Hancock	+610431891612	<p><u>World Internships Contact Information</u></p> <p>17 New South Street Suite 204 Northampton, MA 01060</p> <p>Email: christine@worldinternships.org</p> <p>Business Phone: +1 970-797-5616</p> <p>Emergency Phone: +1 303-257-1624</p>
<u>Contact</u>	<u>Phone Number</u>						
PPAustralia	+0292790100						
Claire Hancock	+610431891612						

Remember if you have a problem that is not an emergency, you should speak with the on-site staff at Professional Pathways. If it can wait 12 hours, it is not an emergency.



world internships
A world of experience.

WORLD INTERNSHIPS EMERGENCY CARD

Intern in Sydney, Australia

<p>Name _____</p> <p>Passport number _____</p> <p>Blood Type _____</p> <p>Special Medical Condition _____</p> <p>_____</p> <p>US Emergency Contact</p> <p>Name _____</p> <p>Phone _____</p> <p>Address _____</p> <p>Email _____</p>	<p>Nearest Hospital _____</p> <p>Phone Number _____</p> <p>Address _____</p> <p>Insurance Co: CISI</p> <p>Policy # 12GLM N04965164</p> <p>Emergency Assist: CALL COLLECT</p> <p>EUROPASSIST</p> <p>+1 (240) 330-1520</p> <p>US Consulate Sydney</p> <p>MLC Centre Level, 59 19-29 Martin Place</p> <p>Tel.: (02) 9373-9200</p>
---	---