**Interview Confirmation Email**

(provided by Ohio State University/Nationwide Children’s Hospital; 2017)

We are pleased to have received your application to our med-peds Residency Program. Your interview has been scheduled for DATE. Below is some additional information that we hope will be helpful.

Accommodations: Hotel reservations have been made for you for Sunday, October 20 at a LOCAL HOTEL, HOTEL ADDRESS AND WEBSITE. Your portion of the room charge will be approximately $60.00, as well as any incidental costs you may have. This arrangement is limited to the evening before your interview. Accommodations for additional nights at the standard rate will be at your own expense, and reservations for those nights can be made by calling the hotel at XXX-XXX-XXXX. If for any reason you will not be attending your interview, please contact us so that we may cancel your reservation. Please call The HOTEL in the event you are delayed and will be arriving late.

Evening Social Event: You and your spouse/significant other are invited to join several of our housestaff for dinner at A LOCAL RESTAURANT at 6:00 p.m. on Sunday evening October 20. RESIDENT, PGY2, will be your host for the evening and will be arranging transportation for you to dinner – just meet as a group in the hotel lobby at 5:30 p.m. RESIDENT’s cell phone is XXX-XXX-XXXX if you have any questions that evening. I have attached a map to the restaurant if you prefer to drive yourself. Please RSVP to PROGRAM ADMINISTRATOR for Sunday’s dinner by Wednesday, October 16.

Interview Day: You may leave your luggage with the hotel concierge as you will be returned to The HOTEL at the end of the day. The shuttle to HOSPITAL will leave promptly at 6:45 a.m., so please plan to be in the lobby no later than 6:30. One of the internal medicine chief residents and/or a med-peds resident, will meet the shuttle at HOSPITAL. Following your interviews, you will be transported from HOSPITAL 1 to HOSPITAL 2 for your afternoon interviews that will conclude at 4:30 p.m.

Transportation/Parking:

* + - * In addition to local taxi companies, The HOTEL can provide transportation from the airport to the hotel from 7:00 a.m. to 10:00 p.m. To request this service, call the hotel at least 3 days prior to your arrival with your flight number and arrival time. If you will be needing transportation from the hotel to the airport, please make these arrangements upon check-in.
			* If you are arriving by car, you may park GARAGE INFO at the rate of $10.00 per day which will be validated upon arriving. Valet parking provided by The HOTEL however, will not be validated.
			* All transportation the day of your interview will be provided for you.

We will also provide transportation at the end of the day to return you to THE HOTEL to collect your luggage/vehicle. If traveling by air, you will need to allow approximately 30-45 minutes for travel time to the airport. Also, plan your departing flight late enough in order to avoid security delays.

We look forward to meeting with you and we are confident you will find our residency program offers an outstanding training opportunity. If you would like more information regarding our program, please visit our website at www.XXXXX.com.

Attachments: Maps to The HOTEL and RESTAURANT