



**Janice M. Deakin**  
*Acting Vice-President (Research)*

## MEMORANDUM

**To:** Deans, Associate Deans (Research), Department Chairs  
**From:** Janice Deakin  
**Date:** January 23, 2012  
**Re:** Accommodation for Visiting International Faculty – Summer 2012

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The Office of the Acting Vice-President (Research) has secured eight (8) rooms in the Elgin Hall B&B for the period Monday, May 7 to Saturday, August 18, 2012 for visiting international faculty. Please keep in mind that the available rooms are in suites of four rooms each, with all other facilities to be shared with other occupants. The cost of these rooms will be covered entirely by my office and the rooms will be available on a first-come, first-served basis.

If you would like to reserve a room or rooms for your visiting international faculty during the above-mentioned period, please contact Melissa Franco ([mfranco5@uwo.ca](mailto:mfranco5@uwo.ca)) and be sure to include all of the pertinent details for your request (i.e. visitor name and institution, country from which they are visiting, dates of the visit, etc.).