



MLI Participant Support - FAQ

We are delighted that you will be joining us for MLI: The Museum Leadership Institute 2008. You, no doubt, are starting to think about preparing for your upcoming trip to Los Angeles, California. To help you plan for your stay, we've included detailed logistical information below.

One final note as you begin to make your arrangements. We would like to encourage you to consider scheduling a few days of rest and relaxation before returning to work in August. Although your staff may think that you have been away on a long vacation, in fact, many participants in the past have found MLI to be an enriching yet exhausting experience.

We look forward to welcoming you to MLI in Los Angeles very soon.

How do I get to Los Angeles, California?

Where do I go once in Los Angeles?

How do I check into the MLI residence, Scholar House?

How do I make an appointment to check into Scholar House?

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When will I know my apartment assignment and if I will be sharing an apartment?

What is the MLI residence, Scholar House, like?

What should I pack?

Can I send a box early to lighten my luggage?

Where can others send me mail during the program?

How can others reach me by telephone during the program?

How can others reach me by fax during the program?

How do I get from Scholar House to the Getty Center for program activities?

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Is there meal service?

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Are there health facilities?

Will I have Internet access and use of a computer at the MLI residence?

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What is there to do on the weekends in Los Angeles during my free time?

For International Participants: What should I keep in mind before I arrive?



How do I get to Los Angeles, California?

By Plane:

There are many airports that service the greater Los Angeles area:

Los Angeles International Airport (LAX) www.lawa.org

Burbank Airport (BUR) www.burbankairport.com

Long Beach (LGB) www.lgb.org

For additional information, please visit: <http://www.getty.edu/osip/airports.html>.

By Car:

For step-by-step driving instructions, please refer to www.mapquest.com.

Where do I go once in Los Angeles?

At the time of your check-in appointment:

Scholar House (MLI residence)

11781 West Sunset Boulevard

(nearest cross street is Westgate Avenue one mile west of Barrington Avenue)

Los Angeles, CA 90049

Ground Transportation:

You can access a number of ground transportation options at Los Angeles area airports including rental cars, taxis, door-to-door shuttle vans, and public buses. Please refer to your arrival airport Web site for details.

Taxis can be found curbside outside of baggage claim at airports:

- LAX to Scholar House: 30–45 minutes travel time depending on traffic, cost at approximately \$30–35
- BUR to Scholar House: 55–60 minutes travel time depending on traffic, cost at approximately \$40–45
- LGB to Scholar House: 45–60 minutes travel time depending on traffic, cost at approximately \$80–85

- Shared ride, door-to-door van transportation:

Two shared ride van companies, Prime Time Shuttle and SuperShuttle, operate out of Los Angeles area airports and service representatives can be found curbside outside of baggage claim. Visit <http://www.getty.edu/osip/shuttles.html#shuttles> for further information. Participants are encouraged to contact the companies directly for more information and to make a reservation in advance.

For information on these and other ground transportation options, please visit:

<http://www.getty.edu/osip/airports.html>.

If you arrive in Los Angeles outside of check-in hours, please make arrangements to stay at one of the local hotels. Because Scholar House is a residential facility and not a hotel, we will not be able to accommodate you if you arrive outside check-in times. You may see a list of hotels at:

http://www.getty.edu/osip/hotels_inns_other_housing.html.



How do I check into the MLI residence, Scholar House?

Scholar House is a secured residential facility, not a hotel. Therefore, check-in at Scholar House will be by appointment only. We would like to emphasize, we cannot guarantee access to the residence without an appointment. Appointments are available on:

- **Friday, July 11, 2008 between 10:00 a.m. and 6:00 p.m.**

How do I make an appointment to check into Scholar House?

Please make an appointment by completing the Travel Information Form:

http://www.getty.edu/osip/pdfs/mli08travel_pub.pdf.

Please return this form to our office no later than **Tuesday, June 10, 2008**.

What can I expect upon check-in?

At your check-in time, Getty staff will be onsite to welcome you to Scholar House. Once you arrive and reach the front entrance, there will be a keypad to your left. Follow the dialing instructions posted next to the keypad. Next, you will be buzzed in and greeted by Getty staff, given a tour of the complex and guided to your apartment. Please keep in mind that access to most apartments involves stairs and we do not have valet service. Please pack and carry only what you can lift alone.

Once you are settled in your apartment, you may want to recover from any jetlag you may have and/or spend time becoming familiar with the area. A welcome packet with neighborhood information will be in your apartment. We encourage you to meet fellow MLI participants and make dinner or evening plans.

For a Preliminary Schedule, please see: http://www.getty.edu/osip/pdfs/prelim_schedule_faq.pdf.

What if I arrive outside of check-in hours?

If you arrive outside of check-in hours, please make hotel accommodations. Two hotels close to Scholar House are the Hotel Angeleno (\$175 plus tax) and the Luxe Hotel, Sunset Boulevard (\$199 plus tax). You may tell the hotel that you are conducting business with the Getty in order to receive the Getty negotiated discount rate quoted above. For further information on these and other hotels in the area, please visit: http://www.getty.edu/osip/hotels_inns_other_housing.html.

You must call our office prior to purchasing your airfare if are unable to check in on Friday, July 11, 2008 during regular check-in hours, 10:00 a.m. – 6:00 p.m.

Can I come early and check into Scholar House before Friday, July 11?

No, we will not be able to accommodate participants before Friday, July 11.

Can I extend my stay at Scholar House at the end of the program?

No, we are unable to accommodate extended stays at the end of the program. Check-out is on Saturday, August 2, by 12:00 noon.



When will I know my apartment assignment and if I will be sharing an apartment?

Room assignments, including your individual apartment telephone number, will be sent to you on Tuesday, June 24, 2008. Once assignments are determined, they are final.

What is the MLI residence, Scholar House, like?

The MLI residence, Scholar House, is a complex of apartments in the neighborhood of Brentwood, conveniently located less than two miles away from the Getty Center where most formal program activities will take place. Within walking distance, there are a variety of neighborhood businesses including several coffee shops, a small grocery store, post office, bank/ATM machines, restaurants, and dry cleaners.

The complex itself is designed to promote an active scholarly community and offers many areas for relaxation and recreation, including a pool and several communal meeting areas. Each participant will have his or her own private bedroom. Some participants will share large, same-sex apartments and may share a bathroom. All apartments have ample living spaces and come furnished with complete kitchen amenities including dishes and cookware. Bed and bath linens are also provided.

Scholar House is a secure and gated building. You may already have policies that cover your belongings outside your own home, state, or country. You may wish to obtain additional renter's insurance from a local insurance agency. The Getty is not responsible for the theft or loss of any personal items while attending MLI.

Smoking is not permitted inside the apartments or in the communal lounge. You may smoke in the courtyard by the pool.

Guests are not allowed at the MLI residence during the week or over the weekend during times when you are committed to formal and informal program activities. Overnight guests are not permitted at anytime during your stay.

Please visit: http://www.getty.edu/osip/getty_scholar_housing.html for more information including a 360° tour of Scholar House and the local vicinity. Please note not all Scholar House facilities and services may be available to MLI participants (i.e. the shared Computer room with IBM & Macintosh computers).

What should I pack?

- your museum publications to share with others (optional)
- a laptop computer (required – please contact the GLI immediately if you will not be able to bring a laptop computer for use during MLI). See: **What are the System Requirements for my laptop to connect to the wireless network?**
- a calculator (required)
- comfortable "business casual" attire for the day including skirts and slacks; informal attire for the evenings including jeans, shorts, and t-shirts; and dress attire (not black-tie) for the welcome dinner and closing dinner celebration.
- a jacket and/or sweater for early mornings, foggy evenings and for the classroom (the room is air-conditioned)



- comfortable walking shoes
- sunglasses (the Getty Center is very bright during the day)
- a swimsuit and/or work-out clothes (Scholar House has a pool)

Please note, when packing, be certain to leave enough space for your course materials (three binder-sized notebooks) on your return trip.

Additional information about what to bring can be found at: <http://www.getty.edu/osip/weather.html> and a useful packing checklist is available here, http://www.getty.edu/osip/pdfs/osip_checklist.pdf.

Can I send a box early to lighten my luggage?

You may send box(es) for delivery as early as Wednesday, June 25, 2008. Please add a note on the package to contact "The Scholar House Coordinator" at door code 142.

(your name)
MLI Participant
Scholar House
11781 West Sunset Boulevard
Los Angeles, CA 90049

Where can others send me mail during the program?

(your name)
MLI Participant
The Getty Leadership Institute
1200 Getty Center Drive, Suite 800
Los Angeles, CA 90049-1685
(310) 440-6300

Additional information about sending and receiving mail while at MLI can be found at:
<http://www.getty.edu/osip/mail.html>.

How can others reach me by telephone during the program?

In an emergency while class is in session (generally 8:30 a.m. to 4:00 p.m., Monday to Friday), please have your party call the GLI office at (310) 440-6300. A message will be taken and brought to you in the classroom. Please be aware that the Getty Center receives extremely limited cell phone service. Additionally, you are asked to turn off your phone while class is in session. There are a limited number of payphones near the classroom; we recommend using a calling card, as coin exchange will not be available.

At Scholar House, each apartment is furnished with a landline and all phone calls within the greater Los Angeles area are at no cost to you. A personal calling card or pre-paid phone card is required for making long distance calls. Pre-paid phone cards may be purchased at numerous markets, gas stations or post offices throughout the area.

For more information about using telephones in Los Angeles, please visit:
<http://www.getty.edu/osip/telephones.html>.



How can others reach me by fax during the program?

You may be reached by fax at (310) 440-7765. Please remember that if you anticipate the need to remain continually engaged in ongoing business at your institution during July, you may need to reconsider your attendance at MLI this year.

How do I get from Scholar House to the Getty Center for program activities?

Shuttle transportation will be provided for all program-related activities. Vehicles will not be available for personal use.

Should I bring a car or rent a car?

Los Angeles is a sprawling metropolis with a reasonable bus system. There is also a limited train network in some parts of the city, but it cannot be accessed easily from the MLI residence or the Getty Center. You should bring or rent a car if you feel you will want to have your own transportation during your limited free time. To determine when you have free time, please see the MLI Preliminary Schedule:

http://www.getty.edu/osip/pdfs/prelim_schedule_faq.pdf. Again, transportation will be provided for all program-related activities.

Our advice would be not to venture far from the MLI residence on weekdays—you will sit in heavy traffic regardless of which direction you travel. We encourage participants to collectively rent cars on the weekends as you make plans with others to explore greater Los Angeles. For car rental information, please visit:

<http://www.getty.edu/osip/cars.html#rent>.

For further information on public transportation in Los Angeles, please visit:

<http://www.getty.edu/osip/public.html>.

If I bring or rent a car, is there parking available?

Yes, there is secured off-street parking available at Scholar House for your use. However, there will be no parking available to individuals at the Getty Center.

Are there laundry facilities?

There are three coin-operated washers and dryers costing 50 cents per load. Laundry detergent will be provided. There is also an iron and ironing board in each apartment. There are several dry cleaners within walking distance from Scholar House.

Is there maid service?

No, you will be responsible for the general upkeep and cleanliness of your assigned living space. Trash liners, broom with dustpan, mop and bucket are provided in each apartment. Some communal cleaning supplies will be available for all participants to borrow. Large trash dumpsters are located in the rear of the building for garbage disposal.

Is there meal service?

Sunday dinner, and weekday lunches and dinners will be provided as outlined in the MLI Preliminary Schedule: http://www.getty.edu/osip/pdfs/prelim_schedule_faq.pdf. Participants are required to attend all scheduled meals. You are responsible for making your own arrangements for breakfast each day and most weekend meals. Each apartment is furnished with complete kitchen amenities including dishware, flatware,



cookware, glassware, stove, microwave, refrigerator, and a coffee maker. Within walking distance of Scholar House there is small grocery store. There is also a local farmer's market on Sundays between 9:00 a.m. and 2:00 p.m. This is approximately a 30 minute walk from Scholar House. Please visit:

http://www.getty.edu/osip/getty_scholar_housing.html for more information on Scholar House and the local vicinity.

Is there a gym facility?

You may wish to purchase a monthly membership from a local gym. Pro Gym offers 30-day memberships for \$90; Great Shape, a female-only facility, has a monthly fee of \$68, but places are limited. Please contact these facilities directly for enrollment options and additional information.

Pro Gym
11920 San Vicente Boulevard
Los Angeles, CA 90049-5004
(310) 826-6624

Great Shape
11980 San Vicente Boulevard
Los Angeles, CA 90049-5004
(310) 820-6602

Are there health facilities?

Medical treatment in the United States can be extremely expensive. If you are an international participant, we strongly recommend that you arrange for health insurance coverage of at least one million U.S. dollars while staying in the U.S. (30-day visitor coverage should be available from your travel agent).

There are a number of hospitals in the area. Below are details of two local health facilities. For additional hospitals, please visit: <http://www.getty.edu/osip/health.html#local>.

Saint John's Health Center

1328 22nd Street
Santa Monica, CA 90404
General Information: (310) 829-5511
24-hour Emergency Department: (310) 829-8212
Physician Referral: (310) 446-6337

Please see their Web site <http://www.stjohns.org/> for a list of the insurance companies accepted at Saint John's Health Center.

University of California, Los Angeles (UCLA) Health Care

UCLA Medical Center
10833 Le Conte Avenue
Los Angeles, CA 90095
(310) 825-9111 Santa Monica-UCLA Medical Center
1250 Sixteenth Street
Santa Monica, CA 90404
(310) 319-4000

Please see their Web site <http://www.healthcare.ucla.edu/> for a list of the insurance companies accepted at UCLA Health Care centers.



Will I have Internet access and use of a computer at the MLI residence?

- A wireless network that covers most areas of Scholar House is provided. You will need to bring your own laptop meeting the [minimum system requirements](#) to use this network.

What preparations do I need to make in order to use the wireless network with my laptop?

You will need to bring the following equipment:

- Your laptop (matching or exceeding [Verizon's System Requirements](#)). If you do not have built-in wireless network capabilities in your laptop, you will need to purchase an 802.11b or 802.11g wireless Ethernet network adapter for your laptop. Depending on the capabilities of your laptop, this network adapter could be:
 - An internal card,
 - Fitted into a spare PCMCIA slot, or
 - External and able to connect to your laptop via a spare USB port
- Make sure you have the network adapter installed, set up for DHCP and tested in your laptop.
- Please note that Getty Scholar Housing supports wireless routers with "G" connections regarding wireless network cards for personal laptops

*Consult with your technical support office before your arrival. Please be familiar with the wireless network card configuration utility that manages your wireless card. **We will only be able to provide basic technical support for your computer equipment during MLI if you sign a waiver upon arrival.***

What are the System Requirements for my laptop to connect to the wireless network?

See Verizon's specifications for full details:

<http://www22.verizon.com/forhomedsl/channels/dsl/sysreq/pc.asp>.

System Requirements – PC

- Microsoft Windows Operating Systems supported:
 - Windows 98 and 98 SE
 - Windows Millennium (Me)
 - Windows 2000
 - Windows XP (Home & Professional)
- Intel® Pentium processor or equivalent, with:
 - 233 MHz or faster for Windows 98 or Millennium (Me)
 - 233 MHz or faster for Windows 2000
 - 300 MHz or faster for Windows XP
- RAM required:
 - 64 MB for Windows 98 or Millennium (Me)
 - 128 MB for Windows XP or 2000
- Additional Requirements:
 - 100 MB free hard drive space
 - CD-ROM or DVD drive
 - USB Port or 10Base-T Ethernet Network Interface Card (NIC)
 - 802.11b or g wireless interface card.



System Requirements – Macintosh

- Operating System:
 - Macintosh OS X or 10.2-10.4
- Processor:
 - PowerPC processor with speeds 120 MHz or higher
- RAM:
 - 64 MB RAM
- Additional Requirements:
 - 100 MB free disk space
 - CD-ROM or DVD drive
 - 10-Base-T Ethernet Network Interface Card (NIC)
 - 802.11b or g wireless interface card.

How about e-mail access?

To ensure privacy, we suggest you use a private e-mail address that can be accessed remotely via the Internet or other means. To access your work e-mail account remotely, ask your technical support office for more details. To access your home e-mail account, please contact your Internet Service Provider. Otherwise, please signup for a private Web-based e-mail account through such sites as www.yahoo.com and www.hotmail.com prior to your arrival at MLI. From time to time during MLI, we will communicate with you via e-mail at the e-mail you provided on your Personal Information Form:

http://www.getty.edu/osip/pdfs/mli08partinfo_pub.pdf.

Will I have access to a computer or can I take my laptop into the classroom?

No, computer use is not permitted in the classroom.

How do I access the Research Library at the Getty Research Institute?

The Research Library at the Getty Research Institute (GRI) focuses on the history of art, architecture, and archaeology with relevant materials in the humanities and social sciences. The general library collections include more than 800,000 volumes of books, periodicals, and auction catalogs. The Research Library is open to inquiries from all visitors on a drop-in or appointment basis. Three levels of reader privileges are available to facilitate access as needed. Please refer to

www.getty.edu/research/conducting_research/library/access_policy.html for information and GRI access.

What's the weather like in Los Angeles during the month of July?

The average temperature for the West Los Angeles area in July is in the high 80's with a low of 60° F/ 15° C. Please refer to <http://www.getty.edu/osip/weather.html> for all seasonal Los Angeles area weather information. Please note, it can be unseasonably cool during the early mornings and evenings and very bright and hot midday. The classroom is air-conditioned and we recommend you bring a light sweater if you get cold easily. Scholar House however does not have air-conditioning; a fan will be provided.

What is there to do on the weekends in Los Angeles during my free time?

To determine when you have free time, please see the MLI Preliminary Schedule:

http://www.getty.edu/osip/pdfs/prelim_schedule_faq.pdf.

We encourage you to collectively plan trips to explore the greater Los Angeles area. For information on Los Angeles events and activities please visit: <http://www.getty.edu/osip/thingstodo.html> and <http://www.getty.edu/osip/walking.html>.



You may also want to purchase a tourist guide for the city: <http://www.getty.edu/osip/tourist.html>.

For International Participants: What should I keep in mind before I arrive?

If you are not a citizen or permanent legal resident of the United States, you may need a visa for the duration of your stay in the U.S. Please ensure that you have a valid passport and visa to travel to the U.S. to attend MLI 2008. You may wish to consult this website for guidance on temporary visitors to the U.S.

http://travel.state.gov/visa/temp/temp_1305.html. Please bear in mind that, unlike foreign banks, the branches of many U.S. banks do not have a foreign exchange. We therefore encourage you to obtain sufficient U.S. currency and/or traveler's checks in U.S. dollars before you arrive in the U.S. Traveler's checks in U.S. dollars are accepted in most banks, restaurants, and retail stores. For information about banking while in the U.S., please visit: <http://www.getty.edu/osip/banking.html>.

Medical treatment in the U.S. can be extremely expensive. We strongly recommend that you arrange for health insurance coverage of at least one million U.S. dollars while staying in the U.S. (30-day visitor coverage should be available from your travel agent). Please bring sufficient supply of any medicines you require, and check that they are legal in the U.S. Carry a copy of your original prescription, and ensure that both the generic and trade names of the drug are included in case your medication is lost or stolen and you need a replacement. A doctor's note describing why you are taking the medication is also recommended. If you require syringes for a medical condition such as diabetes, carry a supply to last your entire trip, as well as a medical certificate that states that they are for medical use. Syringes are usually prohibited in carry-on luggage due to security concerns. Contact your airline before departure to verify their carry-on regulations. For additional information about health care while in Los Angeles, please visit: <http://www.getty.edu/osip/health.html>.

The U.S. runs on a 120 volt AC electricity system. Sockets typically accept plugs with two perpendicular flat blades above an optional circular grounding pin. Unless your computer or appliance is designed for 120 volts, you will need a reverse transformer. For information on using electronic equipment and adapters in the U.S., please visit: <http://www.getty.edu/osip/electronic.html>.

For information on using your cell phone in the U.S., or how to place and receive phone calls while in California please visit: <http://www.getty.edu/osip/telephones.html>.

Call 911 for emergency help. Directory assistance is 411.