

AAF GUIDELINES SALZBURG

Eligibility	You are only allowed to attend an internship in Austria, if your principal residence is still in your country of origin and are currently employed as a doctor . You must bring a copy of your Medical License to Austria.
Travel	<p>Please find attached OMI travel and reimbursement guidelines. Please contact Ms. Kerstin Rotter at k.rotter@americanaustrianfoundation.org if you have any further questions.</p> <p><u>PLEASE NOTE:</u></p> <ul style="list-style-type: none"> ◆ You are not allowed to bring family members, friends, etc. with you during your internship in Austria. ◆ If you decide to make your own travel arrangements and are eligible for reimbursement, you must bring all receipts from your trip with you - if possible with the amounts stated in EUROS (No invoice – no reimbursement!) - and <u>send the AAF Travel Form 4 – 6 weeks prior to your departure. AAF can not guarantee reimbursement of your travel expenses in case of incorrect, missing or incomplete information.</u> Please make sure to arrive / depart within the internship dates stated in your invitation letter. ◆ AAF only reimburses costs according to AAF travel and reimbursement guidelines and <u>does not cover expenses for additional accommodation abroad (hotel etc.) or any other additional expenses.</u> Reimbursement in Austria will be in EURO!
Upon Arrival in Salzburg	Please find attached further information on how to get to Schloss Arenberg from Salzburg Airport . Once arrived at Schloss Arenberg, please check in at the reception desk. The receptionist will have your apartment key and further information.
Registration	Everybody entering Austria needs to be registered with the Austrian Record Section . AAF will take care about this and therefore needs your passport – <u>please have this document with you during the check-in appointment.</u> In case of irregular, later arrival you are responsible to make the registration independently. <u>Not registered persons can be penalized by the Austrian police.</u>
Lodging	You will be accommodated in an apartment at Schloss Arenberg. The rooms are equipped with a bedroom/sitting room. Please be prepared to live in a dorm setting and sharing a bathroom and kitchen facility – bringing basic amenities (alarm clock, power adapters, bathroom slippers, etc.) is likely cheaper and more convenient than buying these items in Austria. Towels, a washing machine and dryers are available. <u>Please make sure you lock your doors - the owner of the apartment is not liable for theft.</u>
Pocket Money	You will receive Euro 290 for your 4 weeks stay in Salzburg by Ms. Elisabeth Bourg from the AAF office in Salzburg. Please note that this is to help defray costs in Austria, but you may have to supplement it with your own funds.

Office Hours	Our office in Salzburg is open <i><u>Monday to Friday</u></i> (except holidays) from <i><u>8 AM to 5 PM.</u></i>
Contacts	<p>IN SALZBURG:</p> <p>Ms. Elisabeth Bourg Salzburg Stiftung der AAF Arenbergstraße 10, A-5020 Salzburg, Austria Phone: +43-662-451 599 Fax: +43-662-451 599-122 Email: sbg.office@aaf.co.at</p> <p>IN VIENNA:</p> <p>Kerstin Rotter Program Co-ordinator Internships Palais Todesco, Kärntner Str. 51 / II, 2nd Floor A-1010 Vienna, Austria Phone: +43-1-533-8658-11 Fax: +43-1-533-8658-10 Email: k.rotter@americanaustrianfoundation.org</p>
Health Insurance	<p>Health insurance coverage (first aid only – no extra services) will be provided for you during your internship (see enclosed forms!). This insurance is ONLY valid in Austria, so if you are planning to travel at weekends, it is your responsibility to take out an additional insurance. Please note that AAF must be informed of any health problem prior to arrival in Austria! AAF provides medical insurance only - it does not cover losses from robbery or theft. If you wish to be insured against theft please organize such coverage in your country and at your expense.</p>
Food	<p>You will get three meals a day in the canteen of the hospital (weekends are included!). To receive them, please contact Mrs. Gruber at the ‘KASSA’ of the hospital. (The Kassa is near the general entrance, second road on right after entrance). Mrs. Gruber will give you a card which you have to show in the canteen.</p>
Fellows Dinners & Meetings	<p>Every Friday at 7 pm you will attend the Farewell Dinner when seminars take place.</p>
At the hospital	<p>Due to Austrian law, you are not entitled to perform diagnostic examinations or give reports, unless you have an accepted Austrian license / recognition of your medical degrees and specifications achieved in your country. So at present you can only watch/observe and discuss during your internship.</p> <p>On the first day at the hospital your mentor will want to see your passport and your medical licence. <u>Please make sure to have with you!</u> You will be informed about the required attendance at the hospital from your mentor and must follow these instructions. <u>If you can not attend your daily schedule the AAF office must be informed.</u></p> <p>Please also bring your own white coat to Salzburg.</p>

	<p>All communication at the hospital is in German. Although your mentor shall try to translate some parts and discuss things in English, most communication is and will be this way (due to time constraints during routine work), which may impair the benefit you can draw from this visit. Therefore we urge you to take a <u>German language course prior to your departure!</u> We are sure you will benefit much more from your time in Austria if you understand basic German. Listening to audio tapes also helps!</p>
Reports & Case Study	<p>All interns are required to hand over a case study and report to Ms. Bourg prior to departure from Austria. The case study should be prepared with your mentor and be signed by him. Forms can be downloaded from the AAF website at www.aaf-online.org. There is a computer room providing free Internet access at Schloss Arenberg.</p>
Important Information	<ul style="list-style-type: none"> • PLEASE NOTE: You should always have a copy of your passport or a valid international identity card with you during your stay in Austria. You can make a copy of the document at the AAF office and then leave your passport in the safe at the reception. • We suggest to buy a weekly / monthly pass for the use of public transport. Please ask for further information at the reception. • Please be aware that every airline has certain weight restrictions and that it is very expensive if your luggage has overweight. Please find out about the airline's rules before traveling.
Leisure Time	<p>If you wish to get more information on what is happening in Salzburg during your internship month, please check: http://www.salzburginfo.or.at/</p>

General Information about Salzburg

To the hospital:

The nearest bus stop "**Volksgarten**" is at the Bürgelsteinstraße, nearby Schloss Arenberg

To Landeskrankenhaus, St. Johannis Spital

- Line No. 7 direction Salzachsee
- You get out at the bus stop "**Landeskrankenhaus, St. Johannis Spital**"

To Christian-Doppler-Klinik

- Line No. 7 direction Salzachsee
- You change at the bus stop "Hanuschplatz" to line no. 4 direction "Forellengewiesiedlung"
- You get out at the bus stop "Christian-Doppler-Klinik"

To the City:

- Bus lines **No. 6** and **No 7**.

Shopping:

- Be aware shopping in the city is expensive.
- You can shop much more conveniently in the malls of Salzburg.

The largest one is **Europark**. You can reach it with the bus line **No. 20**

Bus tickets:

- You can buy **one-way-tickets** in the bus itself (about **1,80 Euro**) but it is cheaper to buy them in a “Trafik” (a shop where they sell magazines and cigarettes) where you can also purchase **24 hours tickets** (about **4,20 Euro**) or a ticket for one **week (12,40 Euro)** or one **month (43,70 Euro)**.

!!! ATTENTION !!!

If you feel that any of the information given in these guidelines might not to be correct, please immediately contact Ms. Rotter at the AAF office in Vienna, so she can update it.

Thank you very much for your help!