

FIELD CARD - FOR LEADERS

Name: _____ Tel. _____ Insurance company: _____

Home address in Norway: _____

Communication equipment: _____

What kind of equipment will you bring? What frequencies will you use, if applicable?

Next of kin (name, residence and tel.):

FIELDWORK DETAILS*

Fieldwork name/type, contents/activities:

Fieldwork area/workplace: _____

It is especially important to describe this carefully if the fieldwork area/workplace is difficult to access.

Number of participants (incl. leader): _____

Duration From: _____ To: _____

When will participants have time off during their fieldwork? _____

Itinerary: _____

If applicable, please include flight numbers, flight times and scheduled stopovers/destinations.

Lodging/housing: _____

Name, address, phone numbers for hotels/motels, etc. Please fill in if you are using a tent or caravan.

Means of transportation: _____

Please fill in registration number if you are using your own car or a state-owned vehicle.

Safety equipment: _____

CONTACT PERSONS*

Contact person at your faculty/department: _____ Tel. _____

Other contact person: _____ Tel. _____

** Fill in if you are conducting fieldwork that does not involve any particular risks. (For more information: Fieldwork- for leaders). In the event that your fieldwork is more involved or complicated, you must write a travel plan.*

I confirm that I have read NTNU's guidelines on Fieldwork – for leaders.

I confirm that I will comply with the security procedures applicable to the fieldwork, and that I will act in a way to ensure the safety of myself and others.

City/date: _____

Field cards are stored at your faculty/institute during the fieldwork.

Signature: _____