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**Visit Proforma for Researchers Working Alone**

**Interviewer Safety Information**

|  |  |
| --- | --- |
| **School or Department** |  |
| **Name of Head of School or Supervisor** |  |
| **Contact Details for Head of Dept or Supervisor** |  |
| **Nominated Colleague (name)** |  |
| **Researcher name** |  |
| **Mobile phone no.** |  |
| **Car registration** |  |
| **Make of car** |  |
| **Model of car** |  |
| **Colour of car** |  |
| **Public transport –**  **Which route** | **Bus/Luas/Train** |

**VISIT INFORMATION**

|  |  |
| --- | --- |
| **Date of interview** |  |
| **Place of interview (if different from the address of the interviewee)** |  |
| **Time of interview** |  |
| **Time will ring in** |  |
| **Time expected to be back in office**  **OR**  **Decided not going to return to office after last visit** | **Yes / No** |
| **Name of interviewee** |  |
| **Address of interviewee** |  |
| **Phone no.** |  |
| **Route to be taken** |  |