

SUBJECT: VISITING DIGNITARIES	Effective Date: 7-3-13	Policy Number: 9.3
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	Responsible Authority: Vice President, Community Engagement	

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all University departments, units, organizations, or entities that host events and on occasion invite/host a visiting dignitary. Deans, directors and advisors are responsible for ensuring that hosting visiting dignitaries is in accordance with this policy.

POLICY STATEMENT:

Over the years, Florida Atlantic University has hosted many national and international dignitaries at a variety of University and community events. The visit of a dignitary to the University can present an excellent opportunity for FAU students, faculty, staff and the community to engage in intellectual exchange with an important local, national or international figure. A visit may also demand a heightened sensitivity to security and/or protocol issues: attract a large audience; require coordination with state and federal officials and agencies; and require intense logistical coordination. Simply, visits by certain dignitaries may require the commitment of FAU resources beyond the authority of the person, unit, or entity arranging for the visit. Moreover, FAU has an institutional interest in ensuring that visits by dignitaries are successful, both in terms of how the dignitary is treated, as well as in achieving FAU's interest in ensuring that visit provides the broadest possible benefit to the FAU Community. This policy establishes the responsibilities and procedure for obtaining approval of and arranging dignitary visits to ensure that these visits are well-

DEFINITIONS:

Dignitaries: Dignitaries may be defined as any of the following:

- Federal Officials
 - Current or Former United States Presidents, Vice Presidents or spouses
 - Current United States Members of Congress (senators and representatives) or spouses
 - Current United States Cabinet Members or spouses

- State of Florida Officials – examples include but are not limited to:
 - Current or Former Governor, Lt. Governor and/or spouses
 - Current Florida cabinet members
 - Current State Senators or Representatives
 - Current Chancellor, SUS System
 - Current Board of Governors, SUS System
 - Current University President
 - Any other elected or appointed state official

- Florida Atlantic University Board of Trustees

- Local Elected or Appointed officials, including but not limited to:
 - Mayors
 - County Commissioners
 - City Council Persons
 - Municipal Managers

- Constitutional Officers (Sheriff, Property Appraiser, Supervisor of Elections, Tax Collector)

- Other
 - Other Foreign University Representatives
 - Ambassadors or representatives of foreign governments
 - Presidents

success for faculties and units across the University.

D. Roles and Responsibilities:

1. *The President:* In addition to the President reserving the right to extend the invitation to any dignitary, the President's role may also include:

- Personally extending invitation letters to dignitaries
- Hosting or co-hosting visits or events
- Greeting dignitaries and their delegations upon their arrival
- Providing welcome remarks and introducing the dignitary at any program
- Presenting any honors bestowed upon the dignitary
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Visiting Dignitary Request Form

Prior to obligating the university to a dignitary visit, please complete this form and send to the Division of Community Engagement. Your Request Form will be reviewed and you will be contacted as to whether it has been approved or denied, or if more information is needed. You may not proceed with an invitation unless/until your Request has been approved.

DATE: _____

TO: _____

FROM: _____

Name _____

Department _____

Campus Address _____

Campus Extension _____

E-mail _____

Alternate Contact _____

Dignitary	Name: _____ Title or Governmental Role: _____ University, State or Country of Affiliation: _____
Visit	Date(s): _____ Begin Time: _____ End Time: _____ Location: _____ Presidential Participation Requested? ** <input type="checkbox"/> No <input type="checkbox"/> Yes [please describe below]
Visit Purpose/ Event Description	
Attachments	The following documents are attached: <input type="checkbox"/> Brief biographical information about the dignitary <input type="checkbox"/> Proposed schedule of activities/meetings and/or agendas <input type="checkbox"/> Guest list categories <input type="checkbox"/> Event funding information. Please provide the department's full accounting information. <hr/> <input type="checkbox"/> Plans for security (if required)

Approved by: _____

(Provost or Vice President Name and Title)

(Date)

*The President reserves the right to extend an invitation to any dignitary. For general information regarding dignitary visits to campus refer to the Florida Atlantic University Policy on Visiting Dignitaries which can be found at on the University Website.