

VCUarts Qatar

STRATEGIC ENGAGEMENT DEPARTMENT _ _ _ _ _Special
Events

VIP GUEST INFORMATION FORM

(GUEST NAME)
(VISIT DATE)

VCUArts Qatar regularly hosts visits of important guests (VIP) from partner organizations. The submission of the Guest Information Form is encouraged in order for the department to properly support the activity where necessary. The information provided will also ensure that the most appropriate welcome and university resources for the anticipated VIP guest visit are provided.

**Non-VIP Campus Guests:*

These visits are typically outside of the scope of this protocol and may be coordinated and hosted by the relevant department (Chair/Director, faculty, and/or staff). It is essential however that the Strategic Community Engagement Department is aware of the intended visit and its purpose for data collection and reporting.

NB: This form is prepared for internal briefing only and should be treated as confidential. Please return this completed form to Isabel Latayan, Administrative and Special Events Coordinator, Strategic Community Engagement as soon as a VIP visit is in prospect and where possible, no later than 2 weeks in advance of the planned date. For questions and clarifications, please email: imvlatayan@vcu.edu or call: 5523-2263

Request Date	
Date and Time of Visit	
Hosting Department (Faculty/Staff)	
Department Focal Point (Name and Contact No.)	
Guest Category (Please refer the the Event Guidelines for VIP guest categories)	<input type="checkbox"/> VVIP <input type="checkbox"/> VIP <input type="checkbox"/> Non-VIP

	_____ International
Visiting Guest Name, Position/Designation (Please attach photo and short biography)	
Company/Organization	
Purpose of Visit (Please provide a brief description, setting out the context for the visit)	
Proposed Format of Visit Please provide a brief description of the proposed activities (i.e. guest speaker/lecturer, gallery exhibition guest, scheduled meeting, campus tour, etc.)	
Detailed Itinerary:	
Who will be co-hosting the visit on behalf of the department requestor?	
If joined by a delegation Please indicate approximate number of people with their names and designations	
Contact Person and contact number on behalf of the guest	
Parking & Security Request If requiring parking please indicate number of cars, model and plate numbers	
If requiring official photography please indicate time and place of photo session	

<p>Meeting Room/ Venue booked for the visit</p>	
<p>Campus Tour Highlights (please indicate departments, offices, other locations you request to be highlighted for the tour)</p>	
<p>Proposed Participation of the Dean and/or Associate Deans (i.e. as host, courtesy meeting, provide welcome speech, introduce VIP as event speaker) Please give brief description of required role.</p>	
<p>Other arrangements. Please provide relevant details of other arrangements already made (i.e. air travel, accommodation, local transportation, in-campus catering, off-campus dining arrangements)</p>	
<p>Gifts</p>	