



SUBJECT: VISITING DIGNITARIES	Effective Date: 7-3-13	Policy Number: 9.3
	Supersedes: New	Page Of 1 6
	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-coordinated throughout the University, and that FAU will be well-remembered by our distinguished visitors. Simply, the purpose of these protocols is to: (i) ensure that the University adheres to a consistent set of procedures in relation to engagement with visiting dignitaries; (ii) present FAU as a coordinated, professional and respectful institution; (iii) help develop, maintain and enhance important relationships with highly influential individuals in public office or positions of influence; and (iv) ensure the protocols of official positions are adhered to by the University.

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 or Heads of large corporations or organizations
 - Religious or spiritual leaders - such as a Bishop or the Dalai Lama
 - Individuals and/or groups who could attract opposition or spark controversy
 - High-ranking members of royalty
 - Public Persons such as celebrities or public lecturers
 - *For the purposes of this protocol, public persons (celebrities or public lecturers) shall be defined as an individual who has a prominent profile in the media and is easily recognized. Persons of this type will more than likely require security needs much like the dignitaries listed above.*

PROCEDURES:

A. Extending the invitation

It is important from a whole-of-University perspective that a strategic, coordinated and systematic approach is taken to the selection and invitation of dignitaries to visit FAU or participate in unique FAU events. A strategic approach will ensure the appropriateness of invitations extended and will present FAU as mindful of the demands placed on dignitaries' time. It will also help to secure participation by dignitaries in University business and events, thereby ensuring a greater rate of

success for faculties and units across the University. For more detailed information on hosting dignitaries, refer to the FAU Protocol for Visiting Dignitaries found at <http://www.fau.edu/events/>.

Managing relationships with dignitaries can be complex and easily jeopardized by any apparent lack of coordination on our part. Visitors might come to FAU in response to an invitation or by request of the dignitary. Requests might be made directly or via an agent such as:

- The University President;
- The Vice President for Community Engagement
- University Event Management (UEM);
- University Relations
- Provost Office;
- Deans and Chairs;
- University Departments;
- Student Groups; and
- Affiliates and relationship partners.

B. Communicating with and making approaches to visitors

The President reserves the right to extend the invitation to dignitaries including but not limited to the Governor of the State of Florida, sitting or former President of the United States and representatives of foreign governments to name a few. Approval must be obtained at all levels (i.e. Director, Chair, Dean, Provost, Vice President and/or University President) before making any approaches or extending any invitations to dignitaries. In most instances, it will be necessary for a member of the Senior Executive team to approach the dignitaries directly or to extend invitations themselves.

In almost all instances, it will be necessary for the Senior Executive team or designee(s) to play a formal role in the planned occasion (function, event, etc) in order to acknowledge the position held by the dignitary. The individuals who will participate in the coordination of and lead the efforts will vary depending upon the visiting dignitary. **With that said, in every case, a representative from University Relations Office will coordinate the visits of elected and appointed officials.**

C. Preparing for visitors:

The designated individual will determine the purpose, dimension and scope of each visit, and establish to what extent senior FAU staff (executive and academic) should be involved in any visit. Staff should be prepared to provide (upon request) the background information such as curricula vitae and biographies.

When necessary, an Event Coordination Team will be formed consisting of University representatives including; but not limited to, University Relations, Media Relations, University Police, Traffic and Parking, Facilities Planning, Environmental Health and Safety, to ensure that all aspects of the visit are considering and well planned. This planning includes a mindful approach to the visit as to minimize the impact on the daily operations of the University.

It might be necessary to prepare programs for visitors — liaising with visitors' protocol offices/private secretaries, making any special arrangements (e.g. catering for dietary requirements, organizing photographers), liaising with the FAU Police Department and all other applicable areas within the University and external to it.

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
 - Presenting the official university gift
2. *Accountable Officer*: As designated by the University President or member of the President's Senior Staff and as approved by the President.
3. *Implementation Officer*: As designated by the University President or member of President's Senior Staff and as approved by the President.
4. *Senior Executive, Deans and Directors* (*includes unit directors and directors of FAU research centers and institutes, deans, vice presidents and other University officials*) are required to communicate this protocol to all reports (direct or otherwise).

E. Event Expenses

Before an FAU departments/units consider sponsoring a dignitary visit to campus, be aware that dignitary visits, at any level, may involve significant costs, including security. These costs are the responsibility of the FAU department or unit sponsoring the visit. Prior to submitting a Visiting Dignitary Request Form, the requesting unit must ensure there is adequate funding to host these events. It is recommended you consult with University Event Management early in your planning to avoid unanticipated expenses that could negatively impact your event.

F. Security

Security needs for any visiting dignitary will be handled through the FAU Police Department. Once advised of a pending visit by such person(s), the appropriate Federal, State, and Local law enforcement agencies will work in conjunction with FAU PD to ensure all safety/security needs are met. The FAU PD must be notified when an invitation to a dignitary is extended not when it is accepted. The Chief of Police will determine the security needs and work with local, national and international agencies to identify the scope of those needs. Under no circumstances will anyone other than the Chief of Police or his designee coordinate security needs on behalf of the University. The FAU PD will be involved in all coordination efforts and be included in all event coordination meetings. Additionally, based on the security needs of the event, the FAU PD will determine parking restrictions, building sweeps, limits on building access and the like to meet the security requirements of the visiting dignitary. The safety of both the visiting dignitary and the University community takes priority over all other event needs.

RELATED DOCUMENTS AND FORMS:

- (1) Visiting Dignitary Request Form

INITIATING AUTHORITY: Vice President, Community Engagement

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 9.3

Initiating Authority

Signature: _____ Date: _____
Name: _____

Policies and Procedures

Review Committee Chair

Signature: _____ Date: _____
Name: _____

President

Signature: _____ Date: _____
Name: _____

Executed signature pages are available in the Office of the General Counsel

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 _____

Alternate Contact _____

E-mail _____

Dignitary	Name: _____ Title or Governmental Role: _____ University, State or Country Affiliation: _____
Visit	Date(s): _____ Begin Time: _____ End Time: _____ Location: _____ President's 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 <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 Policies Website.*