

Processes for Hosting International Delegations/Visitors

Only deans or higher ranked University administrators have the authority to issue invitation letters to delegations and visitor groups to come and visit CSU, Chico. Ideally, plans in hosting delegations need at least six months in advance notice to the President and Provost if they are involved. For deans, the notice needs to be at least three months in advance if possible. The following preparation is needed before the delegation's arrival.

I. Background Information

1. Short description of the delegation/visiting group with very brief bios for its members
2. Copy of the invitation letter if there is one
3. Purpose/objectives of the delegation's/group's visit
4. Brief description of the institution if relevant (half a page to a page)
5. Brief description of the institution's home city (half a page to a page)
6. Copy of MOU if there is one
7. Brief description of our reasons and objectives for hosting the delegation/visiting group

(The background info should be sent to everybody involved in hosting the delegation/visiting group one week in advance via e-mail.)

II. Building the itinerary and planning hosting activities

1. Obtain information on the delegation's/visiting group's mode of transportation, arrival date and time, and contact person's name and phone number
2. Work with relevant offices in determining hosting participants and hosting activities
3. If gifts are needed, they need to be prepared at least one week before the arrival date of the delegation/visiting group. If the president and the provost meet the delegation/visiting group jointly, then only one set of gifts is needed. If they greet and meet the delegation/visiting group separately, then each needs to prepare a set of gifts. Check with OIE regarding levels and appropriateness of gifts to prepare.
4. Campus tour to see key facilities requires one and one half hours for an unrushed and leisurely tour. The director of each facility on the tour should come out to meet the delegation/visiting group briefly if possible to avoid any awkwardness in not having an answer to a question about the facility.

5. A one-hour formal meeting requires a 30-minute leeway time for gift presentation and group pictures. Preparation for the formal meeting includes:
 - a. Names tents (to be prepared by OIE)
 - b. Bottled water or water pitchers with glasses
 - c. If the meeting is between meals, then light finger food should be provided
 - d. A designated person is needed to take pictures, especially during gift presentations and at the end of the meeting for group photos and gifts are typically given at the end of the meeting.
 - e. Info packets about Chico State should be included in the folders for the guests. The folder should also include relevant materials and itinerary for the delegation's/group's visit.
 - f. Folders for hosting participants should include itinerary and relevant documents
6. The 20-minute short meeting with the President needs to be allotted double that time to allow time for exchange of gifts and picture-taking at the end of the meeting.
7. Main meals, such as lunch and dinner, need to be allotted 2 hours. Reservations need to be made well in advance.
8. Guest parking tag(s) is/are needed (Note: the G tag is pretty useless since open spots are rare in G designated parking spaces any time of the day.)