



Guidelines for Hosting an International Delegation

I. Members of the University community who wish to host an international delegation on campus must share the following information with the Institute for Global Studies (IGS).

1. A brief summary of the planned visit, including:
 - Reason for the visit.
 - Dates of the visit.
2. Party responsible for charges, including hotel, meals, travel, etc.
3. Party responsible for gathering information about the delegates (bio sketches, special food needs, etc.).
4. Expectations of IGS. For example, do you want/need IGS to make reservations for local accommodations and transportation? Will you need University gifts for the visitors?
5. Desired University faculty and administrators with whom visitors would like to meet. **Please note** that invitations to meet with the President should not be offered without prior approval. All requests to meet with the President must be received *at least* three weeks in advance of the anticipated visit date. IGS prefers to learn of delegation visitors at least three months in advance of the anticipated date.
6. List of all members of the visiting delegation, including names and titles.
7. Additional materials to be included in a University informational packet. (See #5 below.)

II. Forward to the Director of IGS, Nancy Guerra at nguerra@udel.edu for approval.

III. IGS will contact you to discuss and confirm details. Once agreed upon, IGS will:

1. Invite requested attendees per instructions and send out final itinerary. Please note that the itinerary needs to be sent out at least two weeks in advance.
2. Arrange a tour guide for tour of campus, if requested. Tours in foreign languages may be arranged in most cases.
3. Confirm reservations, restaurants, conference rooms, hotels, etc.
4. Send out bios of each person in the delegation along with a brief statement about purpose of visit. (This also serves as a reminder to the folks who have committed to meeting with the delegation).
5. Prepare folder to give each person in the delegation including: Global-at-a-Glance handouts per College, Top Facts about UD, Map of Campus/Newark Walkabout Map, other publications as requested.
6. Determine gift selection.
7. Send a follow-up email or an IGS note card to thank all who were involved in meeting with the delegation.