

INTERNATIONAL GUESTS & DELEGATIONS

GUIDELINES FOR UTSA FACULTY AND STAFF

This guidance will assist UTSA hosts to ensure visits are well resourced and executed. Global Initiatives remains available throughout the planning process for questions.

GETTING STARTED

1. Submit the online International Guest & Delegation Request form.
 - a. **Where?** https://utsa.az1.qualtrics.com/jfe/form/SV_cDcmQfbXgVddShn
 - b. **When?** At least sixty days before the arrival of delegation.
2. Submit international guest information to UTSA Global Initiatives to initiate the Office of Research Integrity screening before confirming the visit.
3. Receive visit approval from appropriate department/college or office leadership.
4. Determine financial obligations of your department and your guest to accomplish the visit.
5. Determine dates and times for a visit.
6. Determine who within the office/department/college will make the formal invitation, if needed.
7. In conjunction with Global Initiatives, determine visa requirements, if necessary.
8. Prepare a detailed itinerary of the visit.
9. Determine logistical and administrative requirements (See the Checklist in Tools for Hosts of International Delegations).
10. Review and understand the **Enhanced Procedures for International Delegations and Visits**. Ensure co-hosts or supporting team members read and understand the procedures as well.

ENHANCED PROCEDURES FOR INTERNATIONAL DELEGATIONS AND VISITS

1. The Vice Provost for Global Initiatives working in conjunction with The Office of Research Integrity will review and approve all international delegation visit requests.
2. The online International Delegation/Visitor Request form requires, at a minimum, the full names and titles of all international guests participating in the visit, their institutional affiliations and country of origin, the visit purpose, the proposed locations to be visited during the visit, the timing and duration of the visit, and Chair, Dean or office equivalent approval.
3. The Vice Provost for Global Initiatives in conjunction with The Office of Research Integrity must approve any exceptions and/or last-minute additions to an approved visit.
4. The UTSA faculty or staff member who requests a visit must be present during the visit at all times or designate an office representative in his/her place.
5. The UTSA faculty or staff host is responsible for knowing and communicating photography and information technology/systems restrictions to the international guests and for ensuring adherence to the restrictions during the visit. Photography and Information technology/systems restrictions include but are not limited to:
 - 5.1 international visitors may only take photos in areas, rooms, or spaces coordinated with and approved by the UTSA faculty or staff member host,
 - 5.2 international visitors are not authorized to use any UTSA computing equipment or information systems,

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5.3 international visitors are not authorized to attach any device to UTSA computing equipment (e.g., USB drive, external drive, mobile phone, personal computer, etc.),

5.4 international visitors are authorized to use "Air Rowdy Guest" Wi-Fi, and

5.5 international visitors are not authorized to use any other UTSA internet services.

6. All members of a delegation should stay with the visit group at all times. If the faculty or staff member hosting the visit desires separate engagements on campus for different members of the group, this should be approved and coordinated ahead of time as part of the official itinerary; the hosting office, department or college must escort international guests at all times.

UTSA HOST CHECKLIST

This checklist serves as a guide for UTSA Faculty and Staff hosting an international delegation or event. Some tasks may not apply to all visits or events.

| Task | Date Completed | Comments |
|--|----------------|----------|
| INITIAL PLANNING | | |
| 1. Update the calendar upon notification of a tentative visit. | | |
| 2. Complete the online delegation request form - Inform leadership and Global Initiatives. | | |
| 3. Determine visit date(s), visit purpose and draft outcomes (to include deliverables, signings, etc.) for leadership approval. | | |
| 4. Receive Global Initiatives vetting results and guidance and determine level of university involvement; <i>provide courtesy notices to front offices as needed.</i> | | |
| 5. Schedule periodic reviews and rehearsals as needed to ensure planning milestones. | | |
| 6. Request detailed visitor information for vetting and planning (e.g., bios, food restrictions, etc.). | | |
| 7. Ensure Global Initiatives has all visitor names, titles and organizations to request visual compliance check. | | |
| 8. Read <i>Enhanced Procedures for International Delegations and Visits</i> | | |
| 9. Develop a draft agenda for approval by all proposed participants and leadership. | | |
| 10. Create and send a Calendar Invitations to all guest participants including all UTSA participants. | | |

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| 11. Coordinate and reserve rooms or facilities across campus or off campus as needed (See Toolkit of resources on the VPGI website for ideas). Consult with Global Initiatives as necessary. | | |
| 12. Manage RSVPs: inform Global Initiatives of all additions or changes, as they occur to ensure RSM check; modify all materials (e.g., food, nametag/tent, info folders, gifts, etc.). | | |
| 13. Request UTSA and guest participant presentations if applicable. | | |
| 14. Prepare documents/folders for international guests (e.g., UTSA quick references, bios, etc.) | | |
| 15. University delegations- where is university ranked in Times Higher Education https://www.timeshighereducation.com/world-university-rankings/ | | |
| 16. For academic institution delegations - research to determine if university shares areas of interest UTSA might wish to pursue. | | |
| LOGISTICS | | |
| 17. Flyer/Invitations. | | |
| 18. Fill out speaker form. | | |
| 19. Create/update presentation(s). If requesting presentations from other offices, send a request with a deadline for inclusion into the overall presentation. | | |
| 20. Talking points or info paper for senior leadership if applicable. | | |
| 21. Catering or restaurant reservations. | | |

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| 22. Coordinate on and off campus tours, visits or excursions. | | |
| 23. Room set-up (facilities, equipment, supplies, catering, etc.). | | |
| 24. Name tents and nametags. Nametags are required for international guests on campus at all times. They should each be labeled with name, title/organization, and "VISITOR". Name tents should be present for all meetings including UTSA faculty and staff. Label with Prefix, Name, Title and Organization. | | |
| 25. Parking Permit. Determine if guests need a parking permit and coordinate with Global Initiatives. | | |
| 26. Prepare info for Business Expense Form as you plan and coordinate. | | |
| 27. Folders and marketing materials. What take-ways will be in a folder for the guest(s)? | | |
| 28. Get gift selection/approval and prepare for presentation (wrapping, labeling, etc.). Try to give gifts that represent San Antonio or Texas. Coordinate with Global Initiatives for an Executive gift presentation by the Provost or President. | | |
| 29. Conduct a rehearsal including audio/visual run of show. Include all supplies needed if offering refreshments or a meal in terms of dishes, utensils, cups, beverages, etc. Consider allergies of guests. | | |
| DAY OF THE EVENT | | |
| 30. No later than 8:30am (or upon confirmation of arrival on campus), notify the Vice Provost for Global Initiatives and the UTSA President with 1) 5Ws (who, what, when, where, why) of the visit and 2) confirmation that group was vetted by the Research Security Manager. | | |

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| 31. Technology Setup. This should be done the day before if possible, but ensure audio/visual functionality before guests arrive. | | |
| 32. Set up food and beverages if offering refreshments during the initial meeting. Prepare lunch set-up if offering lunch. | | |
| 33. Secure support in your team members (meeting participants, escorts, note takers, refreshments, etc.). | | |
| 34. Meet and greet the delegation. Escort the delegation to the initial meeting space. | | |
| 35. Take notes for follow up actions | | |
| 36. Provide validated parking permits if needed. | | |
| 37. Be prepared to transport and escort the visitor(s) to cultural sights or restaurants as planned. | | |
| AFTER THE EVENT | | |
| 38. Send follow up information or materials requested at the visit. This includes actions to other departments or offices that came out of the visit. | | |
| 39. Financial reconciliations. | | |
| 40. Inform Global Initiatives of gifts given and received and any agreed-to items for future collaboration or information sharing. | | |