



**IMPORTANT: Please return this form electronically to camachoj@mit.edu.
Please allow at least a 4-week lead time.**

MIT OFFICE OF THE ASSOCIATE PROVOST FOR INTERNATIONAL ACTIVITIES

International Dignitary Invitation Request

Today's Date:	
Proposed date of visit:	
Name of visitor:	
Title of the visitor:	
MIT Host:	
Person completing this form (if different): Name, title, phone number, and email	
Background information on the visitor and his/her government: Up for election? Under sanctions? Does MIT have a current relationship with the visitor? Previous visits?	
Objective of visit:	
Origin of the invitation: Did the visitor request an invitation (directly or via an intermediary), or did the idea for the visit originate with the MIT host?	
Public or private visit? Will the visitor be expected to engage with the MIT community, such as making a public address or participating in a conference/panel? Or will the visit consist only of private meetings?	
Are there security concerns? MIT's Executive Protection Unit will vet security needs, including reaching out to other academic institutions to inquire about their experience hosting the visitor.	
Are there potential sensitivities on campus around hosting this visitor?	
Are you requesting that a member of MIT senior leadership be involved in	

the visit? If so, whom, why, and what is his/her role?	
Is this visit a joint venture with other academic institutions in the area?	
Additional questions for student organizations	
How does the objective of the visit align with the student organization's mission and purpose?	
Name of the MIT faculty/administrator advising the student organization The coordinator should be a faculty, administrator, or staff person	
Name of the visit coordinator: The coordinator should be a faculty, administrator, or staff person.	
Is the student organization prepared to cover the costs of the visit?	

Additional items the MIT host should be aware of when planning the visit

- What are the expectations around media coverage?
- Who is the MIT visit coordinator?
This person is different from the MIT host. The visit coordinator will be responsible for managing the visit.
- Are there security needs? Will the visitor bring private security?
The visit coordinator will also need to be available for security meetings and/or advance sweeps.
- Do you intend to announce a new collaboration during the visit? If so, what is the proposed venue and format, media plan, etc. - and has the collaboration and announcement been cleared through the appropriate channels (e.g. ICC, IAC)?