
UCLA Policy 106: Visiting Dignitaries

Issuing Officer: Vice Chancellor, External Affairs
Responsible Dept: Special Events & Protocol
Effective Date: February 1, 2011
Supersedes: UCLA Policy 106, dated 6/1/2010
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I. PURPOSE & SCOPE

II. STATEMENT

III. REFERENCES

I. PURPOSE & SCOPE

UCLA hosts many national and international dignitaries at a variety of major University events. The Chancellor has delegated administrative responsibility for dignitary visits to External Affairs. External Affairs serves as the office of record and campus resource for protocol and assistance for dignitary visits.

This Policy establishes the responsibilities and procedure for arranging dignitary visits to UCLA to ensure that these visits are well coordinated and that event goals and objectives are met.

This Policy applies to all dignitary visits to campus, whether they are university-initiated or requested by an outside entity.

II. STATEMENT

Before obligating the university to a dignitary visit, the UCLA Visiting Dignitary Request Form located at <http://www.specialevents.ucla.edu/dignitaries.html> must be completed and forwarded to the Office of Special Events and Protocol, a division of External Affairs, for review and approval. Special Events and Protocol will consult with the Chancellor to determine the Chancellor's involvement including, but not limited to, extending the invitation personally and/or participating in the visit, if approved. The Chancellor reserves the right to extend the invitation to any dignitary in the categories listed below:

- Current or former chiefs of state/heads of government, or their spouses
- High-ranking members of royalty
- United Nations secretary general
- High-ranking representatives of foreign governments
- Religious or spiritual leaders, such as the Pope
- United States Cabinet members
- United States members of Congress (senators and representatives)
- Supreme Court justices
- California governor and/or first spouse
- Mayor of Los Angeles

The Visiting Dignitary Request Form must be submitted to Special Events and Protocol before committing to a dignitary visit, even if the visiting dignitary does not fall into one of the categories listed above. The Chancellor's Office must be advised and provided with protocol guidance, and campus departments impacted by the visit must be notified (e.g., Events Office, Campus Police, Facilities, etc.).

Costs associated with a dignitary visit to UCLA shall be borne by the department/unit sponsoring the visit, including those events that have the Chancellor's name on an invitation as host or co-host. Such costs, such as security expenses, can be significant and should be carefully considered beforehand. The department's full accounting unit (FAU) which will incur the costs of the event must be provided.

Chancellor's Role

The Chancellor reserves the right to fulfill any or all of the following:

- Personally extending invitation letters to dignitaries
- Including the Chancellor's name as host/co-host on any invitations sent to guests
- Greeting dignitaries and their delegations upon arrival
- Providing welcome remarks and introducing the dignitary at any program
- Presenting any honors bestowed upon the dignitary
- Presenting an official university gift

Another university official designated by the Chancellor may conduct the Chancellor's role. Special Events and Protocol will advise on the appropriate protocol. For more information, see the UCLA Special Events and Protocol website <http://www.specialevents.ucla.edu/guidelines/dignitary_visits.html>.

III. REFERENCES

1. UCLA Procedure 860.2, Security Arrangements for Special Visitors.

Issuing Officer

/s/ Rhea Turteltaub

Vice Chancellor, External Affairs

**Questions concerning this policy or procedure should be referred to
the Responsible Department listed at the top of this document.**
