I. PURPOSE

Over the years, UCLA has hosted many national and international dignitaries at a variety of major University events. The Chancellor has delegated administrative responsibility for dignitary visits to External Affairs, to serve 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.

II. REFERENCES

1. Chancellor’s Memo to Deans, Directors, Department Chairs and Administrative Officers, re: Dignitary Visits to UCLA, dated January 29, 2001;
2. Vice Chancellor, External Affairs’ Memo re: Visiting Dignitary Request Form, February, 2011;

III. STATEMENT

Before obligating the university to a dignitary visit, the UCLA Visiting Dignitary Request Form (Attachment A) must be completed and forwarded to the Office of the Vice Chancellor, External Affairs for review and approval. This Policy applies to all dignitary visits to campus, whether they are university-initiated or requested by an outside entity. External Affairs will consult with the Chancellor to determine his involvement including, but not limited to, his extending the invitation personally and his participation 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 before committing to a dignitary visit, even if the visiting dignitary does not fall into one of these categories. The Chancellor’s Office must be advised, protocol guidance provided and impacted campus departments 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 roles:

- Personally extending invitation letters to dignitaries
- His name included as host/co-host on any printed 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 the official University gift

The Chancellor may recommend that his role be conducted by another appropriate University official of his designation. External Affairs will advise on the appropriate protocol. For more information, see the UCLA Special Events & Protocol web site <http://www.specialevents.ucla.edu/guidelines/dignitary_visits.html>.

IV. ATTACHMENTS

A. UCLA Visiting Dignitary Request Form

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.
Visiting Dignitary Request Form

Prior to obligating the university to a dignitary visit, please complete this form and fax it to x5-8480 or email it as an attachment to rwade@support.ucla.edu. For foreign dignitaries, please send a copy to ewalton@international.ucla.edu or fax x6-3555. Your Request Form will be reviewed and you will be contacted as to whether it has been approved or denied, or if more information is needed. You may not proceed with an invitation unless/until your Request has been approved.

DATE:

TO: Vice Chancellor, External Affairs Rhea Turteltaub

FROM: Name___________________________________________________________
Department___________________________________________________________
Campus Address________________________________________Mailcode________
Campus Extension________________________E-mail___________________________
Alternate Contact________________________________________________________

Dignitary
Name:___________________________________________________________
Title or Governmental Role:___________________________________________
Country Affiliation:___________________________________________________

Visit
Date(s):________________________
Begin Time:______________End Time:______________
Location:___________________________________________________________
Chancellor’s Participation Requested?* □ No □ Yes [please describe below]

Visit Purpose/Event Description
The following documents are attached [please check all that apply]:
☐ Brief biographical information about the dignitary
☐ Proposed schedule of activities/meetings and/or agendas
☐ Guest list categories
☐ Event funding information – Please provide the department’s full accounting unit (FAU) which will incur the costs of this event

☐ Plans for security (if required)

Approved by: __________________________ Date: __________________________
(Dean or Vice Chancellor name and title)

*The Chancellor reserves the right to extend the invitation to any high-level dignitary. Examples of such dignitaries are: 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; Supreme Court justices; United States members of Congress (senators and representatives); California governor and/or first spouse; and the Mayor of Los Angeles.

If you have any questions, please contact Rhonda Wade in External Affairs at x6-0601. For general information regarding dignitary visits to campus, refer to http://www.specialevents.ucla.edu/guidelines/dignitary_visits.html.