GUIDANCE FOR UNIVERSITY DEPARTMENTS ON ORGANISING AND HOSTING AN INWARD INTERNATIONAL VISIT

The purpose of this guidance is to help ensure that visits to the University by important international visitors run smoothly and present a positive image of the University. It also provides an indication of the kind of visit that the International Relations Office is able to support.

Support from the International Relations Office
Please inform the IRO of incoming international visits you are planning by contacting Jo Elson, IRO Coordinator, j.elson@sheffield.ac.uk, ext 26268. This will allow the IRO to keep track of and make the necessary links between international visits across the University. If any of your visitors are deemed to be high profile VIPs, please ensure you also notify the Vice-Chancellor’s Office and the Events Team.

Due to the large number of inward visits, we are unable to take responsibility for arranging the programmes of all international visits to the University. As a rule, we are able to support the organisation of the following types of visits:

- Institution-wide visit by a VIP person or delegation
- Visits from existing partners with links across different parts of the University
- Visits of high strategic significance (e.g. with potential “primary” partners)
- Erasmus and Study Abroad related visits

In these cases, the IRO will issue invitations, plan the itinerary and content, co-ordinate staff input including members of UEB, and co-ordinate follow up activities.

To discuss whether your proposed visit falls into one of the above categories or for general advice on hosting visits please contact Jo Elson in the first instance.

For visits to individual departments or Faculties, we hope the following checklist will be of use.

Departmental Checklist for Organising and Hosting an Inward Visits

1. Purpose of visit
   Discuss the proposed purpose and aims of the visit with your Head of Department and, if appropriate, the IRO. It is important to be clear at the outset what the objectives of the visit are. For a visit with potential Faculty-wide relevance speak to your Faculty head of internationalisation.

2. Who should be involved?
   Identify a member of staff such as your Head of Department to formally greet the visitors. Members of UEB are not normally involved in departmental-level visits, but if there is a reason why this would be useful, please contact the IRO to see if this can be arranged. As well as relevant UoS academic and support staff, it may be useful to include a meeting with students, perhaps from the relevant country, to provide an insight into the student experience at Sheffield. If you don’t have any students from the relevant country in your department, the IRO (via the International Office) may be able to put you in touch with a Student Ambassador from the country. The Students Union International Officer (international.officer@sheffield.ac.uk) may be able to help put you in touch
with suitable students. If your visit involves plans to discuss the establishment of collaborative teaching or research programmes, please contact the IRO about this before the visit.

3. Invitations
Visitors may request a written invitation to help them get a visa to enter the UK. A letter from the Department on UoS headed paper indicating the date and purpose of the visit is usually sufficient. As well as issuing an invitation, you may be asked to suggest local hotels or to help with travel advice.

4. Setting a date
Check staff availability and consider possible conflicts which may affect the logistics of the visit, including events on campus, major events around Sheffield and national and religious holidays. Check the UoS On-Line Events Diary [www.shef.ac.uk/whatson/diaryofevents.html](http://www.shef.ac.uk/whatson/diaryofevents.html) and [www.EventSheffield.com](http://www.EventSheffield.com)

5. Sheffield alumni
If any of your visitors are UoS alumni, please notify the Development and Alumni Relations Office (DARO) [alumni@sheffield.ac.uk](mailto:alumni@sheffield.ac.uk) to find out whether it would be useful to involve them.

6. Venue
Book an appropriate venue using the online room bookings system. If you think it would be useful to give visitors a sense of the University's history or prestige you might wish to book a venue in Firth Court such as the Chancellor's Room which has excellent AV facilities and houses the Queen's Anniversary Prize Medals. Check whether any of your visitors or colleagues have mobility problems which may influence your choice of venue for the meeting and ask the porters about access [http://www.shef.ac.uk/portering/contacts](http://www.shef.ac.uk/portering/contacts)

7. Audio-visual equipment
This can be booked via Audio Visual Services. Ext: 29297 – [audio-visual@sheffield.ac.uk](mailto:audio-visual@sheffield.ac.uk)

8. Parking
Book parking spaces for the visitors if needed via Room and Parking Services Room and Parking Services: [roompark@sheffield.ac.uk Ext: 29060](mailto:roompark@sheffield.ac.uk)

9. Campus tour
Consider including a Campus Tour in the itinerary for the visit, tailored to the interests of your visitors. Depending on the nature of the visit, it may be helpful to ask a student from the home country of the visitors to join you for the tour.

10. Catering
If required, catering can be booked through refreshwithus: [http://withus.group.shef.ac.uk/refreshwithus/contact/](http://withus.group.shef.ac.uk/refreshwithus/contact/)
Take dietary requirements and any cultural differences into account (remember that some foods are not acceptable in some cultures). Depending on the nature of the visit, you may wish to take visitors for lunch at the Staff Room in University House or to a local restaurant and you may wish to make dinner arrangements. Arrange in advance which member of UoS staff will host the lunch/dinner, pay the bill and claim expenses from the Department if appropriate.

11. Itinerary (programme) and briefing
The visitors and UoS colleagues involved in the visit will need to receive an itinerary before the visit. You may wish to use the template at the end of this checklist which provides a suggested format for the visit and includes links to campus maps. UoS colleagues will also need to receive some briefing information on the visitors, context and aims of the visit.

12. Security
Send a copy of the itinerary to the Security Team [security@sheffield.ac.uk](mailto:security@sheffield.ac.uk), ext 29231. Very few international visits require special security arrangements but the Security Team are best placed to
advise and may also have information on any potential events or other issues of which you may be unaware but which could impact on the visit.

13. Media
If you think the visit may generate a newsworthy story, contact the Media Team (giving as much notice as possible) with some information on the visit Mediateam@sheffield.ac.uk ext: 25339

14. Photographs
Would it be appropriate to arrange a photograph of the visitors/University hosts? The Media Team holds a list of photographers.

15. Gifts
You may wish to offer visitors (or the head of the delegation) a small gift from the University. University merchandise can be purchased from the “Our Sheffield” shop in the Students Union or from Varsity Gifts http://www.shef.ac.uk/cics/printanddesign/varsity-gifts

16. Information for visitors
It might be useful to provide your visitors with campus maps, promotional materials, copies of the prospectus etc.

17. Business cards and name badges
Remind your colleagues to bring business cards to give to the visitors. You may also wish to prepare name badges.

18. Visit follow-up
After the visit, send a short thank you note to your visitors, together with a summary of the discussions and any agreed actions. Copy this to colleagues involved in the visit and also to the International Relations Office for information.

International Relations Office
Updated November 2012
**SAMPLE ITINERARY**

**Visit on Tuesday 15 May 2012 by [name], [title], of the University of [name]**

**Purpose of Visit:** To discuss [add details].

**Members of Delegation:** [Names and positions]

<table>
<thead>
<tr>
<th>Time/Venue</th>
<th>Topic</th>
<th>University of Sheffield Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.30</td>
<td>Taxi from [name] hotel to University</td>
<td>Meet [name] at Reception to [name] building</td>
</tr>
<tr>
<td>09.00 – 10.45 [Venue]</td>
<td>Welcome to the University Discussions on themes of interest:: [add details]</td>
<td>Professor [name], Head of Department of [name] [names and job titles of UoS colleagues involved in meetings]</td>
</tr>
<tr>
<td>11.00 – 11.50</td>
<td>Tour of the Department/Faculty of [add]</td>
<td>[name]</td>
</tr>
<tr>
<td>12.00 – 1.50</td>
<td>Visit to the [name of any particular facility/dept to be visited]</td>
<td>[names]</td>
</tr>
<tr>
<td>1.00 – 2.30</td>
<td>Lunch [eg buffet lunch in department or lunch in the Common Room in University House]</td>
<td>[names]</td>
</tr>
<tr>
<td>2.30</td>
<td>[departure arrangements]</td>
<td></td>
</tr>
</tbody>
</table>

Maps and travel advice: [http://www.shef.ac.uk/visitors/mapsandtravel](http://www.shef.ac.uk/visitors/mapsandtravel)

University of Sheffield contact: [name, email, tel and mobile contact details]

**Append for internal circulation at UoS only:**

**BRIEFING INFORMATION ON UNIVERSITY OF [NAME] AND FURTHER INFO ON PURPOSE AND CONTENT OF VISIT**

[Add info]