



## Standard Administrative Policy and Procedure

**Subject:** Dignitary Visits to Campus

**Number:**

### I. PURPOSE

The visit of a dignitary to the University of Wyoming campus can present an excellent opportunity for UW-University students, faculty, and staff to engage in stimulating intellectual exchange with an important local, national, or international figures. It may also demand a heightened sensitivity to security and/or protocol issues; attract a large audience; require coordination with state and federal officials and agencies; and require intense logistical coordination. These visits may require the commitment of UW-University resources far beyond the authority of the person, unit, or entity arranging for the visit.

### II. DEFINITIONS

**~~High--Level~~ DignitariesDignitary:** A high-level dignitary is defined as any of the following:

A. Heads-of-state or government

B. High-ranking members of royalty

C. U.S. or foreign first spouses

D. Former heads-of-state or government

E. Sitting United States Cabinet members

E.F. Heads of federal sub-Cabinet agencies

F.G. High-ranking representatives of foreign governments, including Ambassadors, Foreign Ministers, and Consuls General

G.H. Current and former United Nations Secretaries General

H.I. U.S. Senators and Representatives (non-Wyoming districts)

I.J. High-profile individuals who may generate substantial media attention and a large audience

### III. POLICY

~~Moreover, UW~~ The University has an institutional interest in ensuring that visits by dignitaries are successful, both in terms of how the dignitary is treated, as well as in achieving UW's interests in ensuring that the dignitary's visit provides the broadest possible benefit to the UW community. These guidelines have been developed to ensure that such events will be well coordinated throughout the university, and that UW will be well-remembered by our distinguished visitors.

### IV. POINT OF CONTACT FOR DIGNITARY VISITS

The ~~Office of the~~ Vice President for Governmental Affairs and Community Engagement is the designated campus coordination point for all events involving a national or international dignitary. Events involving international dignitaries and heads of state are also coordinated through the ~~International Programs~~ Global Engagement Office.

### V. WYOMING ELECTED OFFICIALS

~~UW~~ University units and registered student organizations (RSOs) are welcome to invite Wyoming's Governor, First Spouse, members of the Congressional delegation, the other four state elected officials, and Wyoming legislators to events on campus. These dignitaries are frequently invited to UW, so to avoid multiple, conflicting invitations, the Office of Governmental Affairs and Community Engagement should be advised before the invitation is issued.

### VI. NATIONAL AND INTERNATIONAL DIGNITARIES

Rules of protocol require that the President of the University reserves the right to extend invitations to sitting heads of state or government. In all dignitary visits, the Office of Governmental Affairs and Community Engagement will consult with the President's Office to determine the Office's involvement, coordinate the President's participation as needed, ensure all protocols are followed, and assist in notifying campus departments that may be affected by these events.

### VII. INVITATION PROTOCOL

When an opportunity arises to invite a high-level dignitary to visit the University of Wyoming, before inviting the dignitary:

- A. A faculty member should consult ~~his/her~~ their department chair, Dean or Director, and the Provost and Vice President for Academic Affairs.
- B. Staff should consult ~~his/her~~ their Manager or Director, Associate Vice President, ~~or~~ and Vice President.
- C. Student organizations should consult with the Vice President for Student Affairs.

The principals in the inviting unit will be responsible for ensuring that the invitation request is directed to the ~~Office of the~~ Vice President for Governmental Affairs and Community Engagement and, in the case of international dignitaries, the ~~International Programs~~Global Engagement Office in advance of an invitation being issued. These offices will coordinate with the President's Office regarding the feasibility of an invitation being issued and advise the inviting unit. When inviting a dignitary, please keep in mind that the President or Provost of the ~~U~~university will need to welcome them to ~~UW~~the University. As such, beginning this process as early as possible is imperative. After advising the ~~Office of the~~ Vice President for Governmental Affairs and Community Engagement, the principals in the inviting unit should consult widely with other units at the ~~U~~university who may be interested in assisting and/or required to participate in the visit. This includes academic units with related interests, Student Affairs units such as International Students and Scholars, the Alumni Association, and the UW Police Department.

### **VIII. PROCEDURAL APPROVAL BEFORE EXTENDING AN INVITATION**

During consultations with relevant parties, and prior to extending an invitation, complete the following procedures:

- A. Complete the Visiting Dignitary checklist (see Appendix A) and forward to the ~~Office of Vice President for~~ Governmental Affairs and Community Engagement, ~~care of Mike Smith (msmith21@uwyo.edu).~~
- B. If the dignitary is a current or former sitting head of government or their high-level representative, or a current or former UN Secretary General, forward the Visiting Dignitary Checklist to ~~WyoGlobal~~ (Global Engagement).

### **IX. EVENT EXPENSES**

Hosting a high-profile dignitary at ~~your~~an event often involves sensitive and heightened diplomatic and security measures involving costs. As a general rule, these additional costs are borne by the host department or unit. The unit must ensure that ~~you have~~it has adequate funding to host the special events surrounding the dignitary's visit, including security costs; appropriate rental transportation; receptions, lunches and dinners; and gifts.

### **X. DIGNITARY GIFTS**

For international dignitary visits, it is appropriate that a gift be presented on behalf of the University in appreciation for the visit or to promote goodwill. It is the responsibility of the hosting department or unit to purchase a gift that can be presented by the President, and to coordinate with other units that might wish to present a gift on behalf of their unit. This will ensure that appropriate levels of gifts are given, and that duplicates are avoided.

**Responsible Division/Unit:** Division of Governmental Affairs and Community Engagement  
**Source:**

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:**

**Approved:** 7-17-18

## **Appendix A**

**Visiting Dignitary Checklist.** Prior to extending an invitation to a high-level dignitary, the inviting unit should:

- A.** Prepare a visit proposal including:
  - 1. Tentative schedule of activities and meetings
  - 2. Extent of the President's participation
  - 3. Tentative guest list for each part of the event
  - 4. Risk security assessment and security plan (if applicable)
- B.** Formulate a tentative budget for the visit, including costs and potential sources of funding for:
  - 1. Security
  - 2. Catering
  - 3. Vehicle and equipment rental
  - 4. Honorarium (if applicable)
  - 5. Lodging
  - 6. Gifts (if applicable)
- C.** Present proposal, budget, and brief biographical information on the dignitary to your:
  - 1. Department chair, manager, or director;
  - 2. Dean;
  - 3. Vice President
- D.** Notify the following points of contact for dignitary visits:
  - 1. Vice President for Governmental Affairs and Community Engagement
  - 2. President's Office
  - 3. University of Wyoming Police Department
  - 4. Associate Vice President for Communications and Marketing
  - 5. Global Engagement, if applicable.
- E.** Consult widely with other units at the University who may have an interest in and/or be required to participate in the visit, such as units with related academic interests, UW Operations (for facility needs), the Alumni Association, and so on.
- F.** This checklist does not apply to invitations issued to Wyoming's Governor, First Spouse, members of the Congressional delegation, the other four state elected officials, and Wyoming legislators to events on campus. Please notify the Vice President Governmental Affairs and Community Engagement when issuing an invitation to these dignitaries, to avoid multiple, conflicting invitations, as they are frequently invited to UW.