

Protocol Guidelines

Dignitary Visits to University of Wyoming Campus

The visit of a dignitary to the UW campus can present an excellent opportunity for UW students, faculty, and staff to engage in stimulating intellectual exchange with an important local, national, or international figure. **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.** Simply, visits by certain dignitaries may require the commitment of UW resources far beyond the authority of the person, unit, or entity arranging for the visit. Moreover, UW 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.

Point of Contact for Dignitary Visits

The office of the Vice President for Governmental and Community Affairs 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 Office.

Wyoming Elected Officials

UW units and 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 and Community Affairs should be advised before the invitation is issued.

National and International Dignitaries

High Level Dignitaries - Definition

A high-level dignitary is defined as any of the following:

- Heads-of-state or government
- High-ranking members of royalty
- U.S. or foreign first spouses
- Former heads-of-state or government
- Sitting United States Cabinet members
- High-ranking representatives of foreign governments, including Ambassadors, Foreign Ministers, and Consuls General
- Current and former United Nations Secretaries General
- U.S. Senators and Representatives
- High-profile individuals who may generate substantial media attention and a large audience

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 and Community Affairs will consult with the President's Office to determine the

President's 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.

Invitation Protocol

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

- A faculty member should consult his/her department chair, Dean or Director, and the Vice President for Academic Affairs.
- Staff should consult his/her Manager or Director, Associate Vice President, or Vice President.
- 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 and Community Affairs and, in the case of international dignitaries, the International Programs 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 university will need to welcome them to UW. As such, beginning this process as early as possible is imperative. After advising the office of the Vice President for Governmental and Community Affairs, the principals in the inviting unit should consult widely with other units at the 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.

Procedural Approval before Extending an Invitation

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

- Complete the Visiting Dignitary checklist and forward to the office of Governmental and Community Affairs care of Chris Boswell (chris.boswell@uwyo.edu) and Laura Shevling (laura.shevling@uwyo.edu).
- 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 the International Programs Office.

Event Expenses

Hosting a high-profile dignitary at your 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. Ensure that you have adequate funding to host the special events surrounding the dignitary's visit, including security costs; appropriate rental transportation; receptions, lunches and dinners; and gifts.

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.