International Delegation

Campus Visit Checklist

Six weeks pre-arrival

☐ 1. Notify UMSL Global of the visit using the International Delegation Visit Notification Form

☐ 2. Gather delegation info:
   ☐ a. Delegation institution(s), names, and titles, including main point of contact for delegation.
   ☐ b. Arrival and departure dates have been provided.
   ☐ c. Does the delegation require assistance with lodging and local transportation?

☐ 3. Who is hosting the delegation?

☐ 4. Who will be meeting with the delegation?

☐ 5. Where will the delegation be meeting on campus?
   - How many meeting rooms are required?
   - What kind of A/V needs, if any, will there be?
   - Is catering requested?

☐ 6. What MOCODE(s) will be charged for expenses related to this visit?

Four weeks pre-arrival

☐ 1. Complete a first draft of visit itinerary, including names and titles of delegation members and UMSL participants. Be sure to follow up with your delegation contact to see if any changes are required, as last-minute changes to the list of attendees are not uncommon.

☐ 2. If assistance securing lodging has been requested, has a rooming list been submitted by the delegation? Have reservations been confirmed, confirmation numbers sent, and billing sorted out?
3. If catering has been requested, this is a good time to discuss food allergies/dietary restrictions with your attendees and finalize the catering plans.

4. Is publicity needed? If so, reach out to MARCOMM for the following:
   a. Coverage in UMSL Daily
   b. Support from campus photographer
   c. Press releases to outside media

5. Finalize on-campus meeting space and A/V reservations

6. If a third-party transportation provider is necessary, this is a good time to finalize pricing and scheduling with them.

Two weeks pre-arrival

1. Follow up with delegation point of contact to track any changes in attendees or travel plans, and adjust accordingly.

2. Distribute a first draft of the meeting itinerary to all participants via email.

3. Purchase gifts for the delegation. Note: in the event gifts representative of UMSL are unavailable, gifts representing St. Louis are always a good choice. Keep in mind that any gifts given to your guests must be able to travel back with them.

4. If appropriate, request the flag of the delegation’s country to be flown outside Woods Hall on the day of the delegation’s visit to campus. (This is done by submitting a work order via the Facilities Management website: https://www.umsl.edu/facilities/).

The week of arrival

1. Distribute final draft of itinerary to all participants via email.

2. Confirm previously-made arrangements with catering, MARCOMM,

3. Confirm visitors’ travel plans (i.e., make sure they’re going to make it here on time)
Visit day

☐ 1. Confirm availability and readiness of meeting spaces and A/V equipment.
☐ 2. Confirm that printed event materials, if needed, are ready.
☐ 3. Confirm catering arrangements.
☐ 4. Have gifts wrapped and ready for your delegation in a convenient location.

Post-visit

☐ 1. Within a day, send thank-you emails to delegation members and university attendees, as well as separate thank-you emails to any vendors used (catering, transportation, A.V., etc.)
☐ 2. Collect invoices and receipts for financial reconciliation.
☐ 3. Write a report of the meeting, including the following:
   ☐ a. Overview of goals at beginning of meeting
   ☐ b. Overview of existing partnership, if applicable
   ☐ c. Overview of any proposed new activities to take place between institutions
   ☐ d. Overview of agreed-upon action items
   ☐ e. Summary