

meeting with your institution. We thank you in advance for your consideration.

**SECTION A:**

| MEETING DETAILS                     |             |              |                               |                |
|-------------------------------------|-------------|--------------|-------------------------------|----------------|
| <b>Date submitted:</b>              |             |              |                               |                |
| <b>Prepared by:</b>                 |             |              |                               |                |
| <b>Office/Department:</b>           |             |              |                               |                |
| <b>Email:</b>                       |             |              |                               |                |
| <b>Phone:</b>                       |             |              |                               |                |
| <b>Delegation lead:</b>             |             |              |                               |                |
| <b>Travel date(s):</b>              |             |              |                               |                |
| <b>Country(s)/City(s) visiting:</b> |             |              |                               |                |
| <b>Delegate(s):</b>                 | <b>Name</b> | <b>Title</b> | <b>Office/Department</b>      | <b>Email</b>   |
|                                     |             |              |                               |                |
|                                     |             |              |                               |                |
|                                     |             |              |                               |                |
|                                     |             |              |                               |                |
| <b>Overview:</b>                    |             |              |                               |                |
| <b>Objectives:</b>                  |             |              |                               |                |
| <b>Proposed meetings:</b>           | <b>Date</b> | <b>Time</b>  | <b>Faculty/Representative</b> | <b>Purpose</b> |
|                                     |             |              |                               |                |
|                                     |             |              |                               |                |

**Current agreements/collaborations:**

|   |
|---|
| <b>Language ability of delegates:</b>     |
| <b>A/V &amp; media requests:</b>          |
| <b>Hotel information:</b>                 |
| <b>Airline information:</b>               |
| <b>Ground transportation information:</b> |

## SECTION B:

Please assist us by filling out the following. We appreciate your assistance in organizing this meeting.

|   |
|---|
| <b>MEETING DETAILS</b>  |
| <b>Confirmed date:</b>  |
| <b>Confirmed time:</b>  |
| <b>Location:</b> <i>(address of meeting location)</i>   |
| <b>Confirmed attendees:</b>   |
| <b>Agenda:</b>  |
| <b>Are there specific objectives for the meeting(s)?</b>  |
| <b>Institution/Org contact:</b>   |
| <b>Email:</b>   |
| <b>Phone:</b>   |
| <b>Cell:</b>  |
| <b>Other:</b><br><i>Note: Please let us know if you have any other recommendations for our visit (transportation times, best methods of transportation, maps, etc.)</i> |

