



Guidelines for Hosting International Dignitaries¹

MIT welcomes international visitors seeking meaningful dialogue and academic connections/collaborations with members of the MIT community. The Institute hosts a variety of visitors including government officials, university leaders, and distinguished professionals in various fields. When international dignitaries are involved, these visits often introduce complicated issues of diplomacy, security, media coverage, coordination, and logistics. This document outlines important guidelines to ensure such “state visits” go smoothly for all involved.

The Office of the Associate Provost for International Activities (OAPIA) defines a “dignitary” as an incumbent head of state/government (visits by the partner/spouse of an incumbent head of state/government are also covered by these guidelines).

Invitations

All members of the MIT community who are considering extending invitations to international dignitaries to visit campus or participate in an off-campus MIT event (e.g. conference) should first contact Adriana Ramirez, OAPIA’s Manager of External Relations and Communications (adraag@mit.edu). This initial consultation with OAPIA is **required** before an invitation may be extended to a dignitary. ***Please try to allow at least a 4-week lead time.***

OAPIA will coordinate internal vetting of the request, with a focus on the background questions outlined in the attached form, and additional advice and assistance may be provided for issuing such invitations and planning the subsequent visit.

Visits by other high-level international guests (e.g. cabinet officials, university leadership) may be managed directly by schools, DLC’s, student groups, etc.. However, we encourage faculty, staff, and students who are preparing such invitations to plan with us in advance if their international visitor may draw elevated interest – including potential attention from non-governmental organizations, local government entities, and media. In such cases, we encourage you to reach out to Adriana Ramirez.

Please note: If the involvement of the MIT President is requested for a visit by an international government or academic official, it will be vetted by OAPIA, and if approved, Adriana Ramirez will work with the MIT host and the President’s office on next steps. If the President’s participation is not deemed appropriate or she is not available, OAPIA will work with the MIT host to identify an alternative (if necessary).

Media

The MIT host, in collaboration with their local DLC communications officer, will be responsible for coordinating traveling press and other media (if applicable). Any official filming or outside media attendance and coverage should be discussed in advance with the Office of the Vice President for Communications. Contacts: Steve Bradt, Executive Director of the News Office (sbradt@mit.edu), and Kimberly Allen, Director of Media Relations (allenkc@mit.edu).

Security

MIT’s Executive Protection Unit should be notified of the planned visit. Secret Service and/or State Department protection may be required for the visiting dignitary. MIT Police will coordinate security needs with local, state, and/or federal law enforcement partners. Any internal security costs associated with the visit will be the responsibility of the MIT host. Contact: MIT Police Sergeant Mary Beth Riley (mbriley@mit.edu)

Students

For student organizations seeking to invite an international dignitary to an event, including for a conference or speaking engagement, it is imperative that – **before** you issue the invitation – you contact Paul Murphy, Associate Dean for Student Organizations, Leadership and Engagement (paulmurp@mit.edu). Paul will then coordinate directly with Adriana Ramirez.

¹ *These guidelines have been developed by the Office of the Associate Provost for International Activities in consultation with Institute Events, Division of Student Life, MIT Police, Office of the General Counsel, Office of the President, Office of the Vice President for Communications, MIT Sloan School of Management, and Resource Development*



**IMPORTANT: Please return this form electronically to adraag@mit.edu
Please allow at least a 4-week lead time.**

MIT OFFICE OF THE ASSOCIATE PROVOST FOR INTERNATIONAL ACTIVITIES

International Dignitary Invitation Request

Today's Date:	
Proposed date of visit:	
Name of visitor:	
Title of the visitor:	
MIT Host:	
Person completing this form (if different): Name, title, phone number, and email	
Background information on the visitor and his/her government: Up for election? Under sanctions? Does MIT have a current relationship with the visitor? Previous visits?	
Objective of visit:	
Origin of the invitation: Did the visitor request an invitation (directly or via an intermediary), or did the idea for the visit originate with the MIT host?	
Public or private visit? Will the visitor be expected to engage with the MIT community, such as making a public address or participating in a conference/panel? Or will the visit consist only of private meetings?	
Are there security concerns? MIT's Executive Protection Unit will vet security needs, including reaching out to other academic institutions to inquire about their experience hosting the visitor.	
Are there potential sensitivities on campus around hosting this visitor?	
Are you requesting that a member of MIT senior leadership be involved in	

the visit? If so, whom, why, and what is his/her role?	
Is this visit a joint venture with other academic institutions in the area?	
Additional questions for student organizations	
How does the objective of the visit align with the student organization's mission and purpose?	
Name of the MIT faculty/administrator advising the student organization The coordinator should be a faculty, administrator, or staff person	
Name of the visit coordinator: The coordinator should be a faculty, administrator, or staff person.	
Is the student organization prepared to cover the costs of the visit?	

Additional items the MIT host should be aware of when planning the visit

- What are the expectations around media coverage?
- Who is the MIT visit coordinator?
This person is different from the MIT host. The visit coordinator will be responsible for managing the visit.
- Are there security needs? Will the visitor bring private security?
The visit coordinator will also need to be available for security meetings and/or advance sweeps.
- Do you intend to announce a new collaboration during the visit? If so, what is the proposed venue and format, media plan, etc. - and has the collaboration and announcement been cleared through the appropriate channels (e.g. ICC, IAC)?