

Best Practices for Hosting International Visitors

This document has been developed by the Office of the Vice Provost for International Activities (OVPIA) in consultation with the Office of the President, the Office of the Vice President for Communications, MIT Police, Institute Events, and the Division of Student Life.

[The OVPIA coordinates the visits of incumbent heads of state or government to campus.](#) Visits by other high-profile international guests should be managed directly by the schools, DLCs, or student groups who initiated or agreed to the visit. These high-profile international visitors can include former international dignitaries, foreign cabinet members, elected officials, ambassadors, consuls, industry executives, non-profit leaders, celebrities, and other distinguished professionals. Anyone who attracts the attention of the media and/or has specific security needs can be considered a high-profile visitor.

After reviewing this document, if you have any questions or concerns regarding an international visit, please contact Adriana Ramirez, Manager for External Relations and Communications in the OVPIA (adraag@mit.edu).

We encourage hosts of international visitors to follow these recommendations when planning a visit:

MIT President's Participation

- If the involvement of MIT President is required, please contact Adriana Ramirez and she will work with the President's office on next steps. If the President's participation is not deemed appropriate or she is not available, OVPIA may work with the MIT host to identify an alternative.

Security Arrangements

- Please contact Sergeant Mary Beth Riley at MIT Police (mbriley@mit.edu or at 617-253-6875). Sergeant Riley's responsibilities include the coordination of protection for high-ranking individuals who visit the MIT campus.
- High-profile international visits must be registered through the Atlas event registration system.

Media Coverage

- Any public announcement of the visit should identify MIT's host by its full name, as opposed to using vaguely "MIT". For example, if an international guest visits MIT REAP, the publication should read "*A delegation from the Ministry of Trade and Industry of Singapore will visit MIT Regional Entrepreneurship Acceleration Program (REAP) on March 10, 2023*", as opposed to "*A delegation from the Ministry of Trade and Industry of Singapore will visit MIT on March 10, 2023*".
- Comments related to a collaboration should only be published once an agreement between the visitor and the MIT host is in already place, to avoid potential misunderstandings. For example, if an official collaboration hasn't yet started, the

comments should say *“The delegation is interested in learning about nuclear engineering and science at MIT”* and not *“The delegation will collaborate with MIT on nuclear engineering and science”*.

- If the visitor plans any press releases or social media marketing related to the visit, those will need to be reviewed by Peter Bebergal, the Institute Use of Name Officer (bebergal@mit.edu) and by MIT’s host communications officer prior to publication.
- Any official filming or outside media attendance and coverage should be discussed in advance with the Office of the Vice President for Communications. Contacts: Kimberly Allen, Executive Director for Media Relations and Crisis Communications (allenkc@mit.edu) and Sarah McDonnell, Deputy Director of Media Relations (s_mcd@mit.edu).
- The MIT host will be responsible for coordinating traveling press and other media.

Students Hosting

- For student organizations seeking to invite an international guest to campus, please contact Paul Murphy, Associate Dean and Director in the Student Organizations, Leadership and Engagement Office (paulmurp@mit.edu).
- Student organization events involving incumbent heads of state/government or high-profile international guests must be registered through the Atlas event registration system. Student organization leaders with questions related to planning this type of events should contact the Student Organizations, Leadership and Engagement (SOLE) Office at SOLE@mit.edu.