

Iowa State University
Department of Agricultural and Biosystems Engineering

Process for Receiving Visitors
September 2014

A visitor is defined as: Anyone unpaid coming to Iowa State for longer than 1 week or anyone paid as a visiting faculty or researcher (excluding pre/post-docs). To effectively prepare for and receive visitors, please follow the steps outlined below.

1. Prior to engaging in discussions with a potential visitor, present the situation, in concept, to the department chair, via a brief written summary of the proposed visit. The department chair will review the request in light of intellectual property protection, space availability, export control regulations and the overall benefit to the department.
2. If the department chair supports the request, please submit a completed "Request to Host a Visitor" form and supporting documents to Susana Bucklin.
3. With the department chair's approval as indicated by a signature on the "Request to Host a Visitor" form, the department may issue a letter of invitation and present the appropriate forms for the participant's signature. If sponsorship is going the College of Engineering the form will need to be approved by the Dean.

Please keep in mind:

- The prospective visitor's receipt of a scholarship or other support from an external source *is not in itself* a sufficient justification for a visit.
- If a visit is approved, the approved duration may be substantially shorter than originally requested (e.g., one semester rather than two years).
- Departments are responsible for tracking arrival and departure of visitors hosted by faculty within the department.