**Distinguished Visitor Programme**

**List of duties**

These tasks do not need to be completed by only one person.

Currently the academic member of staff in charge of the department visitor programme is Christine Chiu and the administrator is Sinead O’Flynn. The webpage (www.met.reading.ac.uk/visitor) will have up-to-date information.

1. The visit should be arranged for a suitable time in the Autumn term.
2. Arrange a formal invitation to be sent to the visitor from a senior member of staff, preferably someone in the same research field as the visitor.
3. Liaise with the visitor and the department admin team to arrange flights and hotel. Cedars Hotel is recommended. Try to have as much paid for in advance as possible, i.e. the flights, hotel, Railair (if appropriate) can all be paid for in advance by the department.
4. Department admin will provide a letter of support if required for visa application.
5. Visitor will likely ask to have time to visit another institution, one “away-day” is the default position.
6. If the visitor does not know Reading (likely) please forward on appropriate links and maps of Reading and the University.
7. Arrange a timetable of events usually including:
	1. Delivering the Monday Departmental seminar, and lunch at Cedars afterwards.
	2. A discussion session.
	3. Attending relevant group meeting to either give a presentation or to hear about activities within the group. The relevant research group coordinator should help arrange a longer session with appropriate structure. (This replaces the “mini-conference” session which in the past were not well attended)
	4. Individual meetings: default time is 50 mins with 10 min break in between each, some 30 min slots if needed.
	5. Ask visitor what they prefer for lunch – some prefer to have people to meet with and go to lunch with, others have preferred to have time to respond to their own emails and just have a short break
	6. Arrange an evening meal with PDRAs.
	7. Sometimes the academic staff take the visitor out to dinner, approach a relevant academic member of staff to arrange this.
8. Meet with the visitor on the morning of arrival and take them to see Department admin (currently, 2015, Debbie Turner) to take a photocopy of passport and get a key for office, get a coffee mug, show where to get tea/coffee this is complimentary, explain where to get lunch or make arrangements for someone to take the visitor to lunch in Agriculture cafe or Enterprise centre on the first day.
9. Arrange for a farewell reception on the final day of the visit, including soft drinks, wine (in the style of a viva reception) and some gifts including perhaps a UoR mug, some biscuits, and something commemorative in past years an engraved UoR Glass/tankard has been given. This should be engraved with the name of the visitor and something like “Distinguished visitor of the Meteorology Department, 20??” , Timpsons will do this engraving. Aim for not more than ~£50 on gifts for visitor – engraving will be approximately half of that cost.
10. Try to get the visitor to complete the expense form before they leave and submit this to the administrator. This isn’t always possible, in that case please liaise with the visitor post-visit to ensure all expenses are reimbursed.