

**CAMPUS VISITOR PLANNING FORM**

NAME:	
COMPANY:	
COUNTRY:	
VISIT DATES:	
INTERESTS/OBJECTIVES:	
WATERLOO HOST: (name, title, unit)	
VISIT APPROVED BY: (host's supervisor or unit director)	
<b>ARRIVAL DETAILS</b>	
FLIGHT #, DATE, TIME:	
<b>DEPARTURE DETAILS</b>	
FLIGHT #, DATE, TIME:	
<b>AIRPORT TRANSFER DETAILS</b>	<b>CONFIRMED? COMPANY</b>
<b>ACCOMMODATIONS</b>	
HOTEL:	
<b>DOCUMENTATION (list any documentation that needs to be obtained prior to arrival - visa, funding paperwork, etc.)</b>	
<b>DURING VISIT</b>	
	<b>Y/N</b> <b>TIME</b>
CAMPUS TOUR?	
POTENTIAL MEETINGS (list individuals):	
<b>PRESENTATION:</b>	
topic:	
OFFICE SPACE: note room being allocated to visitor for duration of visit	
MEALS: (is budget being requested to provide one or more meals for the visitor?) note budget and prospective timing of meal(s)	
SOCIAL EVENT(S) IN EVENING: (note event, location, organizer)	
<b>PRE- OR POST-VISIT</b>	
PERSONAL TRAVEL?: does the visitor have any plans? If so, when & where?	