

PRAIRIE VIEW A&M UNIVERSITY
University Special Events and Protocol
Visiting Dignitaries Procedure

1. Background and Purpose

Prairie View A&M University routinely hosts visiting local, national, and international dignitaries. Visiting dignitaries provide an excellent opportunity to showcase the university's initiatives, enhance the university's profile, create goodwill, and engage in important intellectual discussions.

Given the importance of a dignitary visit, careful consideration is warranted. While the requirements of a dignitary visit can vary greatly depending on the dignitary, typically, heightened attention to protocol is essential. The dignitary visit may also require implementation of increased security and intricate logistics, coordination between several campus departments, involvement of external agencies, resources that are beyond the jurisdiction of the PVAMU unit or group arranging the visit, etc. Therefore, to ensure that visits are carried out appropriately and achieve the desired outcomes, it is crucial for dignitary visits to be well planned and for the proper notification to be provided.

2. Scope

This procedure establishes the process for notification of a dignitary visit, identifies roles and responsibilities of certain departments/units in assisting with a visit, and provides general information about a dignitary visit.

3. Applicability

This procedure pertains to visiting dignitaries invited and/or hosted by one or more of the following PVAMU units:

College or School	Administrative Division or Department
Academic Division or Department	Other Administrative Unit
Other Academic Unit	Other Division or Department or Unit

This procedure does not apply to PVAMU recognized student organizations.

4. Guidance for Dignitary Visits and Protocol and Management of Visiting Dignitary Notifications

The President has designated University Special Events and Protocol to provide guidance on protocol matters and dignitary visits and to manage visiting dignitary notifications applicable to this procedure.

The inviter/host is responsible for making the necessary arrangements to ensure a successful dignitary visit (subject to exceptions).

5. Dignitaries

For purposes of this procedure, dignitaries include, but are not limited to, the following:

Federal

- President of the United States or spouse
 - Former President of the United States or spouse
 - Vice President of the United States or spouse
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Federal (continued)

- Former Vice President of the United States or spouse
- Current United States Members of Congress (Senators and Representatives)
- Current United States Cabinet Members or other high-ranking appointed officials

State of Texas

- Current Governor or spouse
- Current Lieutenant Governor or spouse
- Current Members of the Texas Legislature (State Senators and State Representatives)
- Other Members of the Texas Executive Branch
- Commissioner of Higher Education, Texas Higher Education Coordinating Board
- Board Member, Texas Higher Education Coordinating Board
- The Texas A&M University System Board of Regents
- The Texas A&M University System Chancellor
- The Texas A&M University System Deputy Chancellor and Chief Financial Officer
- Other elected or appointed State of Texas officials

Local

- Mayor of Prairie View
- Mayor of Houston
- Waller County Judge
- Harris County Judge
- Waller County Commissioners
- Harris County Commissioners
- Prairie View City Council Members
- Houston City Council Members
- Other locally elected or appointed officials

Other

- Other Head of State/Government or spouse
- High-ranking representatives of foreign governments such as Ambassadors, Foreign Ministers, Chargés d'Affaires, and Consuls General
- Current United Nations Secretary-General
- Former United Nations Secretaries-General
- High-ranking members of royalty
- High-level religious or spiritual leaders such as Archbishop Desmond Tutu, the Dalai Lama, the Pope, etc.
- College Presidents, University Presidents, and Chancellors (domestic or international)
- Other high-ranking representatives of universities (domestic or international)
- Presidents or heads of large corporations or organizations
- Former PVAMU Presidents or PVAMU Presidents Emeriti
- High-profile individuals or groups who may attract large audiences and media attention including public persons such as celebrities or public lecturers

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If you are uncertain whether an individual or group is considered a dignitary, please consult with University Special Events and Protocol.

6. Dignitary Selection and Collaboration

Proper consideration should be given in selecting a dignitary to visit or participate in a university event. A strategic and coordinated approach is necessary to ensure that the dignitary visit is maximized in an effort to achieve the best possible benefit for the university. It is recommended that you review the university events calendar before choosing a date for a dignitary visit to avoid obvious scheduling conflicts.

The potential inviter of a dignitary should consult with the appropriate individual(s) in their reporting hierarchy in deciding whether to invite a particular dignitary.

In addition, it may be useful to contact other university departments or units in the pre-planning stage to determine if there is an interest in collaborating on the proposed dignitary visit. During pre-planning, it is also essential to initiate dialogue with departments and units that will be involved in the dignitary visit, should the visit occur.

7. Assistance from the Office of State Relations at PVAMU (if applicable)

If a dignitary is an elected or appointed government official (at the federal, state, or local level) or spouse (as shown in Section 5), please inform the Assistant Vice Chancellor for State Relations at PVAMU. The purpose of contacting the Office of State Relations is to obtain any pertinent background information that will facilitate a successful dignitary visit and to coordinate scheduling if possible so that the Assistant Vice Chancellor for State Relations can be present during the dignitary visit.

8. Compliance with Export Controls (if applicable)

For a dignitary visit or activity on campus, if a dignitary (or a member of the dignitary's delegation) is a foreign national, please contact PVAMU's Export Controls Officer in the Office of Research, Innovation and Sponsored Programs to determine and comply with applicable requirements for export controls. It is recommended that you contact PVAMU's Export Controls Officer prior to inviting the dignitary and submitting the PVAMU Visiting Dignitary Form referenced in Section 9.

9. Form

The PVAMU Visiting Dignitary Form shall be used to provide notification of a dignitary visit to University Special Events and Protocol for any of the following:

- Campus visit or meeting
- University event on campus
- University meeting off campus
- University event off campus

The PVAMU Visiting Dignitary Form is available at the following link.

[PVAMU Visiting Dignitary Form](#)

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10. Timeliness of Submitting the PVAMU Dignitary Form

Given the possibility of the President's participation in a dignitary visit, the limited availability of a dignitary, and the complexity in scheduling and coordinating a dignitary visit, the PVAMU Visiting Dignitary Form should be submitted to University Special Events and Protocol as far in advance as possible. When possible, the form should be submitted at least 30 calendar days in advance.

11. President's Role

University Special Events and Protocol will contact the Office of the President to determine the President's involvement in a dignitary visit. Please note that the staff of the Office of the President and/or University Special Events and Protocol may need additional information from the inviter/host of the dignitary in determining if the President will be involved in the dignitary visit or in preparation for the visit.

At the President's discretion, the President may designate another university official to fulfill any functions of a dignitary visit.

Examples of dignitary functions in which the President or the President's designee may fulfill include, but are not limited to, the following:

- Serving as a host or co-host of the visit, event, or program (The President's name shall be included as a host or co-host on the program, invitation, and announcement, etc. at the discretion of the President.)
- Greeting and/or meeting with the dignitary and his/her delegation
- Providing welcome remarks at the program or event
- Conferring honors on the dignitary
- Presenting a university gift to the dignitary

12. Departmental Coordination

Other departments and units that may be useful in assisting with the implementation of a dignitary visit include, but are not limited to, the following:

- University Police Department
- Risk Management
- Marketing and Communications
- Transportation, Parking
- Facility Services – SSC (buildings, grounds, janitorial, etc.)
- Office of State Relations (for a dignitary who is an elected or appointed government official at the *federal, state, or local* level or spouses of certain elected or appointed government officials – refer to Section 5)
- Procurement, Travel, Facilities, Information Technology, etc.
- Center for Instructional Innovation and Technology Services
- Office of Research, Innovation and Sponsored Programs (for compliance with export control regulations pertaining to a foreign national dignitary or delegation member when a campus visit is involved)

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- Memorial Student Center Operations
- Sodexo (for catering needs on campus)

13. Expenses

Expenses associated with a dignitary visit can be costly. Expenses are generally the responsibility of the inviter/host, subject to exceptions. In certain instances, a dignitary visit can involve increased expenses for security in addition to expenses for routine items such as transportation, lodging, catering, facility rental, invitations, marketing materials, decorations, honorarium (if applicable), etc. Therefore, prior to inviting a dignitary, it is important to ensure that there is adequate funding to pay for dignitary visit expenses. Collaborating with other departments or units may present an opportunity to share some of the expenses of a dignitary visit.

14. Dignitary Gifts

In most cases, it is appropriate to provide a gift to the dignitary on behalf of the university. The inviter/host is responsible for gift costs even in cases where the President or her designee presents the gift to the dignitary.

Careful consideration should be given to gift selection to ensure the gift is appropriate. In instances where the dignitary is expected to receive more than one gift, the gift selection should be coordinated to avoid giving duplicate gifts. In addition, there are certain customs pertaining to giving gifts to individuals from certain countries. Please consult with University Special Events and Protocol if you need assistance.

15. Procedure Review and Revisions

The Visiting Dignitaries Procedure will be reviewed periodically and is subject to revision as necessary.