

## Outbound Delegation Meeting Request Form

Greetings from the Office of Global Engagement, University of Victoria.

We are currently planning a trip for \_\_\_\_\_ **(name)** in \_\_\_\_\_ **(country)** and request a meeting with your institution. We thank you in advance for your consideration.

### SECTION A:

MEETING DETAILS				
<b>Date submitted:</b>				
<b>Prepared by:</b>				
<b>Office/Department:</b>				
<b>Email:</b>				
<b>Phone:</b>				
<b>Delegation lead:</b>				
<b>Travel date(s):</b>				
<b>Country(s)/City(s) visiting:</b>				
<b>Delegate(s):</b>	<b>Name</b>	<b>Title</b>	<b>Office/Department</b>	<b>Email</b>
<b>Overview:</b>				
<b>Objectives:</b>				
<b>Proposed meetings:</b>	<b>Date</b>	<b>Time</b>	<b>Faculty/Representative</b>	<b>Purpose</b>
<b>Current agreements/collaborations:</b>				
<b>Proposed agreements/collaborations:</b>				

<b>Language ability of delegates:</b>
<b>A/V &amp; media requests:</b>
<b>Hotel information:</b>
<b>Airline information:</b>
<b>Ground transportation information:</b>

## SECTION B:

Please assist us by filling out the following. We appreciate your assistance in organizing this meeting.

<b>MEETING DETAILS</b>
<b>Confirmed date:</b>
<b>Confirmed time:</b>
<b>Location:</b> <i>(address of meeting location)</i>
<b>Confirmed attendees:</b>
<b>Agenda:</b>
<b>Are there specific objectives for the meeting(s)?</b>
<b>Institution/Org contact:</b>
<b>Email:</b>
<b>Phone:</b>
<b>Cell:</b>
<b>Other:</b> <i>Note: Please let us know if you have any other recommendations for our visit (transportation times, best methods of transportation, maps, etc.)</i>

