

Checklist

Delegation name: _____

Arrival Date: _____

	Tasks	Timing	Person Responsible
<input type="checkbox"/>	1. Send email confirmation of receipt to requester	Immediately	
<input type="checkbox"/>	2. General communication with the delegation	Throughout	
<input type="checkbox"/>	3. Send information to requester about who is responsible for evaluating the request	As soon as possible	
<input type="checkbox"/>	4. Gather information	As soon as possible	
<input type="checkbox"/>	5. Internal evaluation of request	Within 3 weeks	
<input type="checkbox"/>	6. Internal recommendation	Within 3 weeks	
<input type="checkbox"/>	7. Consult Central Administration regarding request/availability	Within 3 weeks	
<input type="checkbox"/>	8. Consult uOttawa stakeholders regarding request/availability	Within 3 weeks	
<input type="checkbox"/>	9. Ask clarifying questions of delegation	Within 3 weeks	
<input type="checkbox"/>	10. Accept/deny request	Dans un délai de 3 semaines	
<input type="checkbox"/>	11. Letter of invitation	4-8 weeks before visit	
<input type="checkbox"/>	12. Room reservation — ask about accessibility concerns	2-4 weeks before visit	
<input type="checkbox"/>	13. Outlook invite to uOttawa participants	2-4 weeks before visit	
<input type="checkbox"/>	14. Photographer/media coverage (if applicable)	2-4 weeks before visit	
<input type="checkbox"/>	15. Meeting content	2-3 weeks before visit (general overview)	
<input type="checkbox"/>	16. Official agenda	2-3 weeks before visit	
<input type="checkbox"/>	17. Catering (if applicable) and inquiries about food allergies	2-3 weeks before visit	
<input type="checkbox"/>	18. Gift(s)	1 week before visit	
<input type="checkbox"/>	19. Hotel booking assistance (if required)	As soon as possible	
<input type="checkbox"/>	20. Parking (if required)	1 week before visit	