

## Invitation Protocol and Visitors Guidelines

The College welcomes visits and talks (physical, online, hybrid) by dignitaries and other high-profile guests from Singapore and abroad as important opportunities for the exchange of ideas and engagement with the Yale-NUS community. The College has an institutional interest in ensuring that these events are as successful as possible and has developed guidelines for inviting high profile guests.

Many visitors to the College are invited every year by faculty, student organisations, officially recognised alumni groups and other academic and administrative groups. However, because there are protocol concerns that affect a subset of guests, the Alumni Affairs & Strategic Events (AASE) team should be consulted by any individual or unit prior to invitations being issued to dignitaries. These include:

- Current and former heads of state
- Current and former heads of government
- Cabinet officials
- Members of Parliament
- Leaders of Political Parties
- Ambassadors
- Heads of leading International Organisations (such as UN, World Bank, IMF, ADB, AIIB, ECB, WHO, etc.)
- Heads of Largest Corporations
- Royalty
- 'Household-name' celebrities
- Visits for which extra security is needed (costs to be borne by inviting unit/ host)
- Visits that are likely to draw large media interest

Prior consultation with the Strategic Events team is *required* for invitations to Singaporean State President, Prime Minister, and Cabinet Ministers, as well as incumbent foreign Heads of State or Government. The Strategic Events team will liaise with NUS on invitations to the Singaporean State President, Prime Minister and Cabinet Ministers. For incumbent foreign Heads of State of Government, the team must review and approve such in advance invitations, which must be signed by the President of the College. Once approved, the Strategic Events team will liaise with the President's Office on drafting and sending the invitation.

Groups wishing to invite high-level dignitaries should bear in mind the following:

- Groups should first obtain permission and support from a senior faculty member or senior administrator in writing that they are supportive of the visit and will take oversight responsibility for the visit
- Groups should present a plan for the visit, including topic of any address, estimated size of audience, publicity strategy, and show that they have the resources and organisational capacity to host the dignitary at an appropriate level.

If in doubt, the Strategic Events team encourages faculty, students, staff and alumni groups to get in touch. They are here to assist. They can also provide guidance on protocol, acceptable standards of etiquette, necessary security measures and other logistical matters such as appropriate venue and event moderator.

Any media coverage or official filming should be discussed in advance with the Public Affairs Office and Strategic Events Team.

The Strategic Events Team will work together with the host to evaluate whether the participation of the Yale-NUS Senior Leadership Team is required.