



# THE UNIVERSITY OF THE WEST INDIES

CAVE HILL CAMPUS, P.O. BOX 64, BRIDGETOWN, BARBADOS

## THE OFFICE OF STUDENT SERVICES

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### **Protocol for Hosting Dignitaries on Campus**

#### Hosting Foreign Dignitaries

##### **1. *If a Foreign Dignitary is on Government Business***

- The Ministry of Foreign Affairs in Barbados would be aware and will be responsible for the following:
  - Meet and Greet
  - Transportation
  - Accommodation

##### **2. *If a Foreign Dignitary is being hosted by the Guild of Students***

- Advise the Director of Student Services of all logistics pertaining to the dignitary's visit on Campus inclusive of itinerary
- The Director of Student Services will notify the Campus Registrar, Deputy Principal, Director of Security and other relevant University personnel
- Advise Ministry of Foreign Affairs of the following:
  - Name of Dignitary
  - Duration of stay (inclusive of date, flight number, arrival & departure times)
  - Arrangements for accommodation in Barbados
  - The name of the taxi driver and vehicle registration number
- Ministry of Foreign Affairs may be on hand to meet and greet in the arrival hall
- Where relevant, the Ministry will extend the necessary courtesies: - Immigration clearance, baggage handling, hosting dignitary in lounge, etc.
- A consultation with our Chief of Protocol who is stationed in the Campus Registrar's Office is highly recommended

#### Hosting Local Dignitaries

- Advise the Director of Student Services of all logistics pertaining to visit on Campus inclusive of itinerary
- The Director of Student Services will notify the Campus Registrar, Deputy Principal, Director of Security and other relevant University personnel
- A consultation with our Chief of Protocol who is stationed in the Campus Registrar's Office is highly recommended.