

VISITING DIGNITARIES AND INTERNATIONAL GUESTS PROTOCOL

City Manager's Office
701 Laurel St.
650-330-6610



PURPOSE

We recognize that the City of Menlo Park is a popular destination for visitors from other cities and countries, including officials, dignitaries and business leaders. The purpose of this Protocol is to communicate the procedures involved with receiving guests respectfully and responsibly, and accommodating as best we can requests for meetings with City officials and staff.

PROTOCOL FOR VISITOR REQUESTS

To allow for proper organization and planning, requests for visits must be submitted in writing to the City Manager's Office in advance of the visit in a timeframe that gives the City ample opportunity to accommodate the visit; a minimum of four weeks prior to the proposed visit date is preferred.

We will not accept requests for official visits from travel or tour agencies for international guests. Requests for official visits must be in writing and from the governmental agency, bureau or designated community nonprofit requesting the visit. While we welcome visits from sister city and friendship city residents, we generally will not host official visits for these individuals.

The written request should include the following:

- Proposed date of visit
- Name of person or group initiating the visit
- Statement of purpose for the visit, such as what type of information is requested
- List of attendees, including titles
- Contact information (name, title, phone number, and address)
- Any other special needs or accommodations

VISIT COORDINATION

The City Manager's Office has primary responsibility for coordinating official visits.

Once a request has been received, a determination will be made as to how the request can be accommodated given the stated purpose of the visit. While every effort will be made to accommodate requests for visits, if we are not able to meet the stated goals, City staff will contact the requesting party and, where appropriate, make suggestions for alternatives.

Once a date is established, City staff will make all necessary arrangements to secure a location for the meeting and develop the content.

Approved by the City Council on May 14, 2019.