



مدينة زويل للعلوم والتكنولوجيا  
Zewail City of Science and Technology

## Office of Student Affairs

### VIP/GUEST ATTENDANCE REQUEST FORM

**Instructions:**

Please complete the first part of this form and submit to the Office of Student Affairs

The purpose of this form is to ensure that the Office of the Vice-Chair is kept informed of any planned visit to the University by a VIP. The information you provide will also ensure that the most appropriate welcome and university resources for your planned VIP visit are provided.

NB: This form is prepared for internal briefing and should be treated as confidential.

Event Name: \_\_\_\_\_

Type of the event: Lecture      conference      Festival      Seminar

Event Date:    /        /

Time: From:        To:

NB. Date and Time for the Visit. (If not yet confirmed, please state all offered dates)

Location:

Contact details:

Name	Mobile	e-mail

Full name of VIP Visitor (Please attach a short biography if available)

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Where is the visitor from (i.e. name of Ministry, Department, and Organization?)

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Position in the Organization:

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Where the visit is initiated by the University, please give the name and position of the member of staff who has extended the invitation?

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What is the purpose for the Visit?

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Please provide a brief description setting out the context for the invite / reasons for selecting this VIP

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Who will be hosting the visit on behalf of the University?

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Is there a proposal for the Vice-Chair to participate in the visit? (i.e. as host, attend a lunch, provide the welcome speech) Please give brief description of required role.

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Will the media be invited? (List below)

- Yes
- No

Details of any other relevant arrangements that have already been made (i.e. room bookings, visitor parking arranged, catering ordered)

Submitted by:

Mobile:

Date: / /

**OFFICE OF THE PRESIDENT'S USE ONLY**

Comments :

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President's calendar :

- Available
- Not available

President :

- Will attend
- Unable to attend

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Inform Office of Communication :

- Yes
- No