



Procedures for Facilitating a Corporate Visit at Florida A&M University

(Presidential)

VISIT WITH THE PRESIDENT

- 1) After the initial contact with the designated DOD and if the President's Visit Request (PVR) form has not been completed on the website, the designated DOD assists the corporate representative to complete Presidential Visit Request form on the website.
- 2) The PVR form is forwarded to the President's move manager for coordination of suggested dates. **This may take up to three working days.**
- 3) After date is finalized, the presidential portion of the visit is planned and facilitated through the DOD. The discussion to plan the programmatic content of the visit is facilitated by the DOD to include:
 - a) Potential date of visit
 - b) Purpose of visit
 - c) Name and title of persons participating in this visit
 - d) Areas of interest
 - e) Contact information of person requesting information to include telephone number and email address.
 - f) Begin conducting research on company to include briefing document and profile
- 4) If the delegation accompanying the CEO or President is planning visits to the Career Center and Schools, Colleges and Institutes, the corporate representative completes the Dean's Visit Request form on the website.
- 5) The DOD will direct the form to the Career Center for planning and expediting the recruitment portion of the agenda. (Note: The Career Center representative will contact the corporate representative to finalize the plans).
- 6) After receiving the request form, the Career Center representative will carry out the following:
 - a. Securing facility
 - b. Secure transportation, if required
 - c. Contact appropriate deans/department heads to set appointment times
 - d. Contact food services and make arrangements for lunch, if lunch is required
 - e. Upon completion of these tasks, the Career Center representative will distribute the itinerary and other information to all participants

DAY OF VISIT

- 1) The DOD responsible for this visit will assist with the cultivation process.
- 2) The Career Center representative will serve as facilitator for the visit.

POST VISIT

- 1) Complete debriefing and call reports indicating the necessary follow up required
- 2) Prepare follow-up letter to company
- 3) Begin implementing your strategies for stewardship, cultivation and solicitation