

### Foreign Visitor Handling Process at ERC

1. Reserve conference room on Outlook Calendar (Business Plex or ERC 265 preferred) when meeting date becomes firm.
2. Have all foreign nationals vetted with Visual Compliance when meeting arranged
3. Notify Export Control Specialist and Government Security Office when meeting date becomes firm (complete and send checklist at least 1 week in advance of meeting)
4. Plan tour route; coordinate with Operations Lead (Dave Stewart).
5. ECO or GSO will notify ERC staff of date/location of meeting (at least one week in advance)
6. ECO/GSO tour building with Operations Lead to insure all ITAR sanitized in all areas tour will pass through- (day before meeting)
7. All foreign nationals will be escorted by ERC personnel at all times according to SRI Visitors policy 1009 (SRI Insider/policies and procedures/topic 1009) and ERC Special Practices and Procedures (GSO)
8. Have sufficient ERC personnel as escorts during tour to insure no visitors lags behind the group (no more than five visitors per escort)
9. No photographic/recording equipment allowed beyond conference room (have visitors leave cell phones in conference room)

## **Notice to ERC Foreign National visitors**

Information we will need from you to set up your visit:

1. Full name
2. Company name
3. Position title
4. Country of citizenship
5. Passport number

Information for your visit:

1. Last minute personnel additions or substitutions are not authorized.
2. Non-US citizens will be escorted at all times while on ERC property.
3. Safety glasses will be worn at all times while in the ERC labs.
4. Cell phones are not allowed beyond conference rooms. No recording devices are allowed beyond conference rooms.