



## Foreign Visitor Meeting Planning Checklist for ERC

Responsible Scientist/PI/Meeting Organizer:

Date of Meeting:

Time of Meeting:

Which Conference Room Reserved?	ERC BusinessPlex
ERC 225	ERC 245
ERC 265	ERC2 103

Non-U.S. Person(s) vetted with Visual Compliance. (Name, Country of Citizenship)

Tour of Labs Scheduled and Dave Stewart notified?	Yes	NA
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Escorts arranged for tour?	Yes	NA
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Type of Meeting:	Marketing	Project
	Classified	Other

**Send completed checklist to Randy Harmon and Larry Wilson at least 1 week before meeting.**

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GSO/ECS Only

ERC staff notified by e-mail of the date and location of meeting.	Yes
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Review of building prior to tour.	Yes
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GSO/ECS Reviewed: \_\_\_\_\_