

Gallaudet University

Department of Interpretation

Center for the Advancement of Interpreting and Translation Research Visitor Liaison Form

Visitors to the Department of Interpretation must be sponsored by a department liaison. In order to provide for a successful visit, the Visitor Liaison is responsible for the following steps:

Step 1: Inform DOI chair of the planned visit and your willingness to be a liaison for the visitor. Discuss possible activities for the visitor's stay, such as presenting, teaching, and mentoring.

Step 2: Download the Visitor Liaison Form from the DOI website.

Step 3: Instruct the visitor to complete the Visitor Information Form (located on DOI website) and return to you.

Step 4: Obtain the completed Visitor Information Form from the visitor at least two weeks prior to the planned visit.

Step 5: Meet with the DOI Program Specialist (Alice Ward) and Technology Specialist (Tony Ellis) to request visitor benefits (below) and fill out the Visitor Liaison Form. Meeting must be conducted at least two weeks prior to the visitor's arrival in order to receive benefits.

Step 6: Provide a copy of the Visitor Liaison Form and Visitor Information Form to Alice Ward, Tony Ellis, and Brenda Nicodemus (for record keeping and promotional purposes).

Step 7: Oversee the activities of the visitor during his/her stay.

Visitor's Name _____

Liaison Name _____

What is the arrival date of the visitor? _____

What is the departure date of the visitor? _____

VISITOR BENEFIT CHECKLIST

Please indicate what benefits the visitor will be receiving. Mark all that apply

- Gallaudet ID
- Office space
- Key(s) Room(s)_____

(Note: The visitor is responsible for returning any issued keys to the department. If they are not returned, the visitor will be charge for the key replacement.)

- Office equipment and supplies
- Gallaudet email access

(Note: Visitors requiring a Gallaudet email address must submit a personal email address to the Program Specialist prior to set up.)

- Computer use
- Library access (Letter required from Department chair)
- On campus Wifi access

I agree to serve as the liaison for the visitor during his/her visit to the Department of Interpretation. I will follow the steps as described above. If not, I understand that benefits may not be available to the visitor.

Signature_____ Date_____