**Proposed visitor:**

|  |  |  |
| --- | --- | --- |
| Surname | First name | Title |

Period the visitor will be in the Department?

|  |  |
| --- | --- |
| From | To |

|  |  |
| --- | --- |
| Qualifications | Nationality |

|  |
| --- |
| Current University/ Institute address |
| Telephone number |

|  |
| --- |
| In what capacity is the visitor coming to the Department? |
| Academic case for this proposal |
| Please advise where you propose to accommodate the visitor – there should be no space implications for the Department to resolve |
| Please state whether a bench fee (£1,200 per annum or pro rata) is to be charged: |
| If no fee can be paid, then how will the consumable and access costs be met? Please supply grant code: |
| Will the visitor have other financial support? Yes [ ] No [ ]  If yes, please give details |

**The David Attenborough Building**

|  |
| --- |
| Do you intend that your visitor will be given office space in the Conservation Research Institute? Y / N  If yes, please briefly justify why the visitor should be based in the Conservation Research Institute and send the form to the Institute's Research and Communications Manager (Dr Diane Lister, [dll100@cam.ac.uk](mailto:dll100@cam.ac.uk)) as well as to Catherine Butler. The Institute will need you to confirm that space is available, and you should not proceed with accepting a visitor until space constraints have been discussed. |

**Permission to enter the UK:**

|  |
| --- |
| Does your visitor require a visa or Departmental letter supporting their visit to enter the UK – yes/no  If the answer is yes, please confirm arrangements with Catherine Butler ([cek31@cam.ac.uk](mailto:cek31@cam.ac.uk)) or Katrina Wilson ([kjw63@cam.ac.uk](mailto:kjw63@cam.ac.uk)) |

|  |
| --- |
| Has the visitor informed you of any health problem or disability which may affect their work and may require adjustments to work activities or to place of work? |

|  |  |  |
| --- | --- | --- |
| Name of Proposer  (Group Head) | Signature | Date |

|  |
| --- |
| Signature of Head of Department or Deputy  Date |

You must ensure that on arrival your visitor receives the Department Induction pack, signs the Department Safety Policy and attends one of the safety induction sessions.

Please forward completed form to the Department Administrator (Catherine Butler, room 127, [cek31@cam.ac.uk](mailto:cek31@cam.ac.uk)). If planning to use the David Attenborough Building, please also forward to [dll100@cam.ac.uk](mailto:dll100@cam.ac.uk)