



Checklist for visits

Most recently updated 18/03/2020.

The following checklist has been developed to support KTH's procedures for visits for the purpose of facilitating the planning and implementation of visits to KTH. Via the use of the checklist, KTH can assure the quality of the visits that are carried out and take good advantage of the opportunity to market KTH in the best way. The checklist is organised according to the work in preparation prior to the visit, during the visit, and after the visit. Use the status field on the right to indicate which parts are current in your visit, what status they have, and who is responsible for that part.

Preparation prior to the visit

Activity	Status/Document manager
Overall planning	
<p>Organisation Put together an organisation around the visit. Who is the host, the coordinator, and who else is contributing or participating? More information about the organisation of a visit can be found in KTH's Processes for Visits <i>page 3, 6.1 Organisation</i></p>	
<p>Programme In the production of a suitable programme, the basic principles for visits in KTH's Processes for Visits are to be followed. These are specially adapted to different groups of visits. <i>Page 4.7 basic principles for visits</i></p>	
<p>Budget Establish a budget for the tasks that are planned. Update the budget during planning. When the visit concerns more than one unit or School, a decision on the financial aspects must be taken early in the planning so that it is clear who is responsible for which costs. There are no central funds available for receiving visits.</p>	
<p>President In a request to the President of KTH, the purpose of the visit is to be described as well as what is expected of the President's participation.</p>	
<p>Catering/ Restaurants Book lunches, coffee/cake and dinners well in advance. Be sure to find out what booking rules are in effect at each time and do not forget to collect information about allergies and diet restrictions, and communicate this to your supplier sufficient time in advance. You will find information on the intranet, about the catering suppliers KTH has a procurement agreement with. https://intra.kth.se/administration/kommunikation/konferens-evenemang/arrangera-ett-</p>	

<p>event/upphandlade-tjanster/catering-1.474249</p> <p>There is information available via the intranet about KTH's regulations for representation and employee benefits, issues that may be relevant in the planning of a visit. https://intra.kth.se/styrning/regelverk/ekonomi-och-upphandling-1.661453</p> <p>Make sure to have an updated participant list to attach with the catering invoice to the Invoice Service.</p>	
Information/ Marketing	
<p>Communications Plan</p> <p>Plan the flow of information to the guest. Think about what is to be communicated, when it is to be sent out, and who is responsible. Should an invitation be sent and in what format? Does the invitation need to be confirmed? Should the invitation contain a programme? What practical information does the guest need, e.g. directions, map, etc.?</p>	
<p>Registration link</p> <p>If it is a visit with a large number of participants, it can be a good idea to receive registrations via a registration system. There is a procurement agreement for a web-based solution. Someone must be designated to receive and manage the registrations. https://intra.kth.se/administration/kommunikation/konferens-evenemang/arrangera-en-konferens/motesadministration/deltagarhantering-1.26736</p>	
<p>Information on arrival at hotel</p> <p>If the visitor starts his/her stay in Stockholm at their hotel, it may be a nice touch to leave a KTH folder with information in the hotel room, so that the person can familiarise themselves with what will take place during the actual visit to KTH. Folders are available for purchase in the KTK Shop.</p>	
<p>Information for international guests</p> <p>During visits with guests from abroad, it is good to let them know in advance what weather/climate guests can expect. If you want to provide more information about Stockholm and/or Sweden, you can refer them to www.visitstockholm.com/</p>	
<p>Printed materials</p> <p>Some visits may require printed material in the form of e.g. a programme or formal invitation. It is important that KTH's graphic profile is maintained in the preparation of printed materials. KTH has developed a number of templates that make it easier for you to hold an event or a conference. If assistance is needed with design, the communications agency KTH has a procurement agreement with should be contacted. In the event materials are to be printed, one of the suppliers KTH has a procurement agreement with (approved vendor) is to be used. KTH's Event Coordinator has simple materials with general overall information about KTH that can be used for visits. These are available for downloading for free. https://intra.kth.se/administration/kommunikation/grafiskprofil https://intra.kth.se/administration/kommunikation/konferens-evenemang/arrangera-ett-event/lokaler-och-logistik/mallar-for-tryckt-material-1.474239</p>	
<p>PowerPoint presentations</p> <p>Make sure to have a presentation ready on time. On KTH's intranet, there is a PowerPoint bank that can be used in the production of presentations. If the visit will include multiple presentations, it is important to coordinate them so that they will not have the same contents. https://intra.kth.se/administration/kommunikation/mallar/powerpoint</p>	

<p>Signage</p> <p>Remember to clearly display signs on the campus so that your guests can find where they are to go. The hosts should wear a name tag (if this is considered necessary). Templates are available for both name tags and direction signs.</p> <p>https://intra.kth.se/administration/kommunikation/konferens-evenemang/arrangera-en-konferens/lokaler-och-logistik/mallar-for-tryckt-material-1.478830</p>	
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Campus premises	
<p>Booking</p> <p>Book your room in sufficient time in advance. KTH's room booking can help you find and book a suitable room.</p> <p>https://intra.kth.se/campus/gemensamma-lokaler-p</p>	
<p>Access to the room/premises</p> <p>Does the host need an access card or keys to the premises? Contact the Card Office, which can provide assistance with access to the room/premises.</p> <p>https://intra.kth.se/campus/lokalservice/tilltrade-och-passar/inpassering-1.779191</p>	
<p>Premises after hours</p> <p>If you are going to have a dinner/party after working hours, a form for "registration of a meeting" is to be sent to The Site Services, https://intra.kth.se/administration/blanketter/sakerhet. Check the procedures concerning locking and alarms. Notify the Card Office/Kortexpeditionen if you want some doors open longer or to order access cards.</p>	
<p>Special Equipment</p> <p>What special equipment is needed in the room/premises? Contact KTH's AV technicians for information about what is available and what can be ordered. All technical equipment is to be booked on time. av-teknik@kth.se</p>	
<p>Internet</p> <p>Are all the guests/visitors have access to KTH's wireless network? Passwords are ordered via it-support@kth.se. Order in sufficient time in advance, as it may take a few days to obtain the login info to KTH's network.</p>	
<p>Furniture/tablecloths</p> <p>Tables for registration, KTH tablecloths and sign stands are ordered from the craftsmen. 9200@admin.kth.se</p>	
<p>Roll-ups</p> <p>The internal event support's Event Coordinator can lend roll-ups with KTH's logo free of charge.</p>	
<p>Cleaning</p> <p>If you want extra cleaning of the room/premises, please contact KTH's Custodial Services. 9200@admin.kth.se</p> <p>http://intra.kth.se/campus/lokalservice/lokalvard-1.31749</p>	
<p>Profile articles</p> <p>You can order notepads and pens via the KTK Shop or via the KTH Entré. https://intra.kth.se/styrning/handla-profilprodukter-1.30545</p>	

<p>Maps Maps to KTH's various campuses can be found on the web. https://www.kth.se/om/kontakt/campus/kartor-1.563415</p>	
<p>Safety and Security</p>	
<p>Security Officer Does the visit require security considerations to be taken into account? Contact KTH's security officer. https://intra.kth.se/styrning/kths-organisation/uf/lokalserviceavdelnin/sakerhet-1.652262</p>	
<p>Risk analysis The Event Coordinator can provide a risk analysis containing KTH's security procedures, which will be adapted to your particular visit. https://intra.kth.se/administration/kommunikation/konferens-evenemang/arrangera-ett-event/motesprocessen/planering/logistik/riskanalys-styrdokument-1.400789</p>	
<p>Lodgings</p>	
<p>Hotels Is the visitor expected to book a hotel room themselves, or is to KTH assist with a booking? For hotel room booking rules, refer to KTH's Procedures for Visits <i>page 6, 8.5 Refreshments and accommodations</i></p>	
<p>Transportation</p>	
<p>Means of transportation Does any form of transport need to be booked for the visit? Bus, SL card, or taxi? Will the visitor be responsible for the payment of the for travel themselves? Is the guest to be met at the airport?</p>	
<p>Gifts</p>	
<p>The KTK Shop Often, it is advisable to give a gift to show KTH's appreciation. There are a wide range of gifts in a variety of price ranges in the KTK Shop. These can be ordered online or purchased at KTH Entré. https://intra.kth.se/styrning/handla-profilprodukter-1.30545</p> <p>There are guidelines for representation, employee benefits and gifts in KTH's regulations, which is accessible via KTH's intranet. https://intra.kth.se/administration/ekonomi-agresso/representation/allmant-om-representation-1.403335</p>	

During the visit

Activity	Status/Document manager
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As a representative from KTH, you must be properly dressed during the visit.	
As a host, it is important to ensure that all visitors are presented to each other and that they feel welcome at KTH.	
Review the logistics, such as that the coffee/cake is on time, the special equipment is set up and working, the people concerned are in place, and that all the materials are in the right position.	
Have telephone numbers to relevant units easily accessible, such as the Event Coordinator, Custodial Services, special equipment technician and catering.	
If you have a visit in a premises scheduled for the evening and leave earlier than scheduled, inform the security guard or ring 08-790 77 00 which is KTH's 24/7 line, so they can lock it up earlier. You will need to telephone 08-790 77 00 if the alarm goes off, even it is setoff in the evening.	

During the visit

Activity	Status/Document manager
Leave the room/premises in the same condition as it was when you arrived. It is also important to remind the catering supplier to pick things up as soon as feasible after the visit so that things are not left remaining on KTH's premises.	
The host of the visit will notify the Event Coordinator if there is anything that needs to be addressed in KTH's premises and with relevant feedback regarding KTH's suppliers.	
A follow-up with the visitors can be a valuable tool, to see how they experienced the visit and if there is anything the visitor is wondering about. It may also be useful to do a review in the working group to evaluate and improve procedures.	

Further information

For questions and further information, please contact KTH's Event Coordinator. E-mail: evenemang@kth.se , Tele. 08-790 00	
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