

Primary Contact for Visiting Party

Name/title:

Institution:

Email address:

Phone number:

Contact information (cell phone, email) for the visiting party while in Taiwan in case of urgent matters:

Other information

Specific National Central University units or people identified for other meetings, and the purpose of each meeting:

Briefly describe your primary schedule:

Will the visitors require audio/visual equipment (laptop, projector, etc.) to present information during any of the proposed meetings? YES _____ NO _____

If yes, please specify which meetings and the equipment needed:

Will the visitors require a parking space? YES _____ NO _____

All visitors are required to arrange for their transportation needs. Include information about special transportation or parking needs here, if relevant:

Is there anything else we need to know about the proposed visit?

- * Be sure to include all proposed meetings and visitors (including interpreters) on this form. To submit the request, please email the completed Visit Request Form and a brief professional biography for each visitor to **ncu7010@ncu.edu.tw** at least 10 days prior to the proposed visit date.