

VIP ESCORT (ITC Visitor)

This committee, as directed by the President, welcomes the official visitor at conference (and at Fall or Spring if directed). The VIP escort insures that the official visitor finds all function rooms and will be the official escort for processions at opening and installation ceremonies, if necessary.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Obtain address and write to VIP visitor letting them know that you will be their host/hostess. Arrange to pick up VIP visitor at the airport. Provide VIP visitor with information about the airport and shuttle availability. If VIP visitor is arriving by car, provide directions/map to the meeting site.
3. Know your VIP arrival time and be waiting in the lobby. Do everything possible to make him/her feel welcomed and comfortable.
4. Arrange to pick up registration packet from the registration desk and deliver packet to them. Put a note on registration packet with your name and room number where you can be reached.
5. Assist the official visitor so that he/she is familiar with Hotel facilities as to location of Hotel amenities and meeting rooms.
6. In processions if requested, you offer your extended left hand, palm down, to the officer you are escorting and in turn the officer places their extended right hand, palm down, on top of your left hand and proceed side by side.
7. Let your VIP know you will arrive at his/her room 15 minutes before each session to escort him/her to the meeting place or whatever arrangements are made between yourselves.
8. A Welcome basket should be delivered to VIP room at beginning of Annual Conference. Should there NOT be a basket in your VIP’s room, contact the Conference Coordinator.
9. Do not shop for your VIP unless he/she gives you money in advance. You have no obligation to use personal funds and it could be embarrassing collection afterwards.