

Tips for Creating a Good Visit Schedule

- Avoid having too many meetings with large groups (e.g., more than eight)
- Schedule lunch and dinner meetings in private rooms
- Make certain that the CEO and other key members of the administration and faculty are available during the entire visit
- Schedule time in the team room for the team members between meetings with the campus groups
- Schedule some breaks for the team
- Include the location of each meeting on the final schedule.
- Provide the team with a list of institutional representatives expected at each group meeting (except the open meetings)
- Allow time as needed between meetings for the members to walk to the next meeting location. On large campuses, assign persons to escort team members to their next appointments.