



HQ Supreme Allied Commander Transformation Chief of Staff/Protocol

Norfolk, Virginia | USA



HQ SACT VISIT REQUEST FORM

Please complete this form and email it to hqsact.protocol@nato.int and with visitor's biography attached **one month** prior to your visit. **Visitors are requested to comply with Visitors Guidelines.**

PROPOSED VISIT WINDOW <i>(with alternate dates)</i>	
VISITOR FULL NAME (*)	
VISITOR RANK/BRANCH OF SERVICE(*)	
VISITOR ORGANIZATION	
VISITOR TITLE(*)	
NUMBER OF PREVIOUS VISITS TO SACT HQ <i>(and date of former visit)</i>	
OTHERS IN PARTY <i>(rank, first and last name, title, passport number, place and date of birth – separate list can be attached if Large group)</i>	
SPOUSE PARTICIPATION (*)	
REQUESTED OFFICE CALLS (***) <i>Who do you want to see</i>	
PURPOSE/OBJECTIVES OF THE VISIT(***) <i>Why are you coming</i>	
SPECIFICS TOPICS REQUESTED FOR BRIEFINGS/DISCUSSIONS <i>(please be precise. Ex: Cyber Defence: How should NATO best respond to a developing Cyber treat (***)</i>	

BRIEFINGS TO BE DELIVERED BY VISITOR (***) <i>if any</i>	
TRANSPORTATION TO NORFOLK (**)	<div>COMMERCIAL AIR</div> <div>GOV VHL</div> <div>MILAIR</div> <div>RENTAL VHL</div>
PLACE OF ARRIVAL (**)	SACT HQ/NORFOLK INT AIRPORT AMC TERMINAL/LP1
COMING FROM <i>(state the previous activity if in USA)</i>	
ARRIVAL DATE/TIME/FLIGHT#	
GOING TO <i>(state the next activity if in USA)</i>	
DEPARTURE DATE/TIME/FLIGHT#	
HOTEL ACCOMMODATION REQUIRED (**)	NO/YES
GIFT EXCHANGE (**)	NONE/COMMAND/PERSONAL
DIETARY RESTRICTIONS/PREFS	
PLEASE TICK AS APPROPRIATE	SMOKER/COFFEE/TEA

VISITOR'S POC NAME:.....PHONE.....MOBILE.....

EMAIL.....

(*) Leader's information in case of a group. (**)
Select your option.

VISITORS GUIDELINES

1. The aim of this document is to provide visitors a proper guideline in case of planning a visit at the NATO HQ SACT.
2. HQ SACT Protocol Branch will provide support in arranging all the logistic details of the visit. HQ SACT can provide limited transportation, if requested.
3. HQ SACT complies with **USA Federal and State regulations** regarding COVID 19 or other health restrictions. It is the responsibility of the travelers, who are planning to visit the NATO HQ SACT, to comply with Federal requirements to enter the USA. Visitors are kindly requested to read the Center for Disease Control and Prevention (CDC) restrictions and recommendations at WWW.CDC.GOV.
4. We highly recommend visitors to **keep HQ SACT Protocol informed** about the Hampton Road accommodation location they are staying in, as well as any changes of their health conditions. If a member of the visiting party has an elevated temperature (over 100° F / 37.8° C) or manifests COVID-19 symptoms, HQ SACT Protocol requests to be informed immediately. HQ SACT Protocol must be informed of any positive cases detected in the following 5 days after the visit.
5. HQ SACT Protocol Branch will inform on any other requirements in place during you stay.
6. **Personal electronic devices (PED) are not allowed in the HQ offices and conference rooms.** A PED is any personal electronic device that has a camera, a microphone, a sensor or data storage capability, like smart phones, smart watches, tablets, personal computers et cetera. This does not include NATO duty phones that have been provided by and are actively monitored by the NCIA. Protocol will provide the lockers where the PEDs can be stored during the visit to HQ SACT (alternatively, PED should be left in vehicles).