

## Receiving foreign delegations / visitors

In the case of visitors from countries with an [Academic Freedom Index](#) of 0.4 or lower: please take the practical aspects below into account and contact [kennisveiligheid@vu.nl](mailto:kennisveiligheid@vu.nl) if you have any questions.

- Before the visit, the receiving unit informs the host(ess) of the reception or secretariat that a visitor is coming.
- The visitor(s):
  - o Is registered by the receiving unit via the service portal and/or with the host(ess).
  - o Upon arrival, the visitor reports to the host(ess). The host(ess) will verify the registration and will call the contact person to pick up the visitor.
  - o See further: [Bezoek aanmelden - Vrije Universiteit Amsterdam \(vu.nl\)](#)
- Laboratories:
  - o Do not allow delegates to walk alone into a laboratory or research facility, but rather guide the group and keep it together.
  - o Laboratories are visually accessible. If there is, knowledge that contains risk / sensitive technology / IP sensitive matters, additional measures may be taken. Such as, for example, blinding the relevant laboratories.
- Do not allow delegates to use VU PCs or laptops.
- Give participants internet access via [Eduroam Visitor Access](#) for their own mobile phone and/or laptop.
- **Do not allow** delegation members to insert **USB devices (sticks, smartphones, etc.) into VU PCs or laptops.**
- **Do not plug USB devices** given to you by delegation members **into your own PC or laptop.**
- Always lock your computer/laptop when you leave and don't leave papers in the room.
- Before your visit, consider whether [photography](#) is allowed (think of sensitive areas).

## Security incident

- In the event (or if you suspect) of a security incident on the VU network / devices, contact the [Security and Operations Control Center](#) (SOCC) immediately.
  - o E-mail: [socc@vu.nl](mailto:socc@vu.nl) (preferably)
  - o For emergencies outside office hours: T 020 598 22 22

If you have not yet contacted the [International Office](#) about the visit of this foreign delegation, we ask you to do so via [r.lycklamaanijeholt@vu.nl](mailto:r.lycklamaanijeholt@vu.nl).