



# THE UNIVERSITY OF NORTH CAROLINA SYSTEM

## UNC System Office Visitor Policy and Process

Guests and small meetings under 10 attendees:

- All guests need to be signed in at the reception desk on the 18<sup>th</sup> floor when visiting the office space. Staff may choose to sign in their guest in advance and escort them directly to their meeting upon arrival.
- Staff are responsible for meeting their guests – whether it be on the 9<sup>th</sup> floor lobby or at the elevators on the 18<sup>th</sup> floor.
- If reception is made aware of planned guests *no later than the day prior*, arrangements can be made to make sure the Office Manager, or back-up, is available to allow the guests in from the elevators and notify the point of contact that the guest has arrived. Hosts should email [officemanager@northcarolina.edu](mailto:officemanager@northcarolina.edu) with the date, time, attendee(s), and point of contact for notification of guest arrival.
- Kane security will only allow guests on the elevators to the 18<sup>th</sup> floor to sign in at reception and meet their host.

Group meetings with 10 attendees or more:

- Staff are responsible for meeting their guests in the 9<sup>th</sup> floor lobby area and allowing them access up the elevators.
- All guests need to be signed in at the reception desk on the 18<sup>th</sup> floor when visiting the office space. Staff may choose to sign in their guests in advance and escort them directly to their meeting upon arrival.
- If reception is made aware of planned guests *no later than the day prior*, arrangements can be made to make sure the Office Manager, or back-up, is available to allow the guests in from the elevators and direct them to the conference room. Hosts should email [officemanager@northcarolina.edu](mailto:officemanager@northcarolina.edu) with date, time, attendees, point of contact for the meeting, and the conference room to direct participants.
- If a large meeting is being held on the 17<sup>th</sup> floor, the host may choose to have guests sign-in when they arrive for the meeting. The host is responsible for submitting the sign-in sheet to reception once complete.