



Visiting Dignitaries Policy

All potential visiting dignitaries to Sligo Centre for Independent Living (SCIL) must submit a request in writing to the CEO a minimum of one week in advance.

The written request should include the following:

- Proposed date of visit
- Name of person or group initiating the visit
- Statement of purpose for the visit, such as what type of information is requested
- List of attendees, including titles
- Contact information (name, title, phone number, and address)
- Any other special needs or accommodation

Dignitaries are defined as any of the following:

- Politicians & government Officials;
- Journalists
- Photographers,
- Other media reporters & publishers

On arrival all visitors:

- Must report to reception
- Sign in

At all times visits will be co-ordinated by a staff member from SCIL under the direction of the CEO.

No unauthorised photography allowed

Approved by:

Maria Mulligan, CEO, SCIL

Date: April 2021