



**MEMORANDUM, DCD #7, 2010-11**

To: Department Chairs

From: Rick Halpern, Dean and Vice-Principal (Academic)

Date: September 20, 2010

Re: University Relations – Visiting Delegations

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I know that many of you have already established links with institutions outside of Canada. As we move forward more actively to realize our strategic goal of internationalism, it is important that I am informed during the early planning stages made by your Department.

The Office of University Relations [www.universityrelations.utoronto.ca](http://www.universityrelations.utoronto.ca) serves as the primary point of contact for visiting delegations. In addition to coordinating visits to the departments/divisions and assisting departments/divisions in planning their visits, the office can provide background and briefing materials as needed, as well as assisting in the drafting of agreements or Memorandum of Understanding.

**Vinitha Gengatharan**, *Director, International Initiatives* in University Relations can be reached at [vinitha.gengatharan@utoronto.ca](mailto:vinitha.gengatharan@utoronto.ca). Please also copy Lesley Lewis on any communication with the Office of University Relations.