

NTUH International Delegation Request Form

Items	Contents
Date and time of the proposed visit	Option 1: ____/____/____/____ to ____/____/____/____ Option 2: ____/____/____/____ to ____/____/____/____ (year/month/day/time , 2 options for the ease of the arrangement of the visit)
Name of visiting institution	
Names of delegation/visitors	*A list of names of all visitors and their background are required to be sent with the form.
Purpose of visit/Specific areas or topics of interest for discussion	
Application Unit	<div style="display: flex; justify-content: space-between;"> <div> Name of the Institution: Tel: E-mail: </div> <div> Person to Contact: Cell: </div> </div>
Agree to Pay for the Visit?	<input type="checkbox"/> Yes <input type="checkbox"/> No For the details of the payment of fees, please contact the person in charge at the hospital.

Application note:

1. Time for the visit is basically scheduled for 1-2 hours.
2. To protect our patients' privacy and to keep our infection management under control, visitors are usually arranged to view a multi-media introduction in the conference room and at the same time to exchange experiences in hospital management and special department practice. If the on-the-spot visit is required, the public area of the East Building and the Children's Hospital are recommended. If visitors, especially those of the same medical background, are few, they may be allowed to visit medical areas with the permission of the related department.
3. Members of any business group related to medicine making and medical care instrument manufacture cannot be included in the visitor's list.
4. The group from Mainland China is accepted only through the recommendation or invitation of a medical care related institution. A member of the institution must be present throughout the visiting activity to take responsibility for the visitor's identity and his/her behavior. No letter of invitation or agreement will be issued

by the hospital.

5. The application form, together with the list of names of visitors, must be sent to Miss Chung of the Department of Public Affairs through e-mail 14 week days before the expected date of the visit.

Things to notice for visitors:

1. No sound or picture recording is allowed during briefing in the conference room without permission.
2. No picture taking is allowed without the permission of the visited department and the patient's family members, to avoid interference with the patient's privacy and his/her rights of medical care.
3. During the visit in any department, the visitor is not to stay away from the group and intrude into the medical care area.
4. The visitor is to follow the plan for the visit arranged by the hospital, and is not allowed to ask for any change of the plan as he/she wishes.

***For further questions, please email:030471@ntuh.gov.tw