



**Instructions:** NMC visitors and guests should complete this agreement in order to use NMC facilities, including meeting and laboratory facilities and offices. Please return the signed agreement to an NMC administrator or fax to 505-212-0049 by or on the first day of the visit. This agreement does NOT apply to NMC employees, residents, contractors, vendors, subtenants. *Note:* Guests hosted by NMC Residents must complete the Resident Acknowledgement Form in addition to this Agreement.

**Guest/Visitor Agreement**

Name:	
Phone:	E-mail:
Foreign National: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Home Institution:	
Position/Title at the Home Institution:	
NMC Host:	Visit Location:
LANL Host:	Sponsoring LANL Org:
If Yes for Foreign National: DIVA/FVTS Approval Date: DIVA/FVTS Approval # (or attach copies of approvals):	
Visit Date(s):	
Brief Statement of Visit Objectives (use the back of the form for more space):	

I am bringing the following equipment into NMC premises (do not include personal laptops, tablets, and cell phones):

Date	Item Description	Model #	Export Control classification #	NMC Location

**Certifications:**

Undersigned, as a condition to and in consideration of access to facilities and information at the New Mexico Consortium (NMC), agrees as follows:

- I agree to observe and conform to the NMC’s
  - [Workplace Policies](#)
  - [IT Policy](#)
  - [Export Compliance Guidelines](#)
- I agree to safeguard all privileged and proprietary information and property of the NMC and partner institutions.
- I agree to protect personally identifiable information (PII) that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
- I understand that this agreement supports activities at NMC facilities. This agreement does not support work on-site activities at NMC partner institutions. Any such activity must be supported by a separate agreement with those institutions.
- I hereby release NMC, their officers, employees, and agents from liability for personal injuries to me or for loss or damage to my property that is not due to the fault of NMC, its officers, employees or agents.
- The materials and information resulting from the performance of this agreement may be subject to export control laws and each party is responsible for its own compliance with such laws. Each party's responsibility to comply with applicable laws and regulation regarding export-controlled items exists independent of and is not established or limited by the information provided by this clause. Nothing in the terms of this agreement adds to, supersedes or waives any of the requirements of applicable Federal Laws, Executive Orders or regulations.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

NMC CEO Signature (required if equipment is involved) \_\_\_\_\_ Date: \_\_\_\_\_

Equipment removed from NMC premises: Date: \_\_\_\_\_ Admin Signature \_\_\_\_\_