

**Reception Desk Function**  
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*American University of Armenia*  
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The Reception Service provides visitors with basic information on AUA-related issues, determines the purpose of their visit and tries to facilitate meetings with intended AUA employees. Visitors should show their ID card upon entry to AUA buildings. All visitors to AUA who do not have an AUA ID Card are required to state the purpose of their visit and register at the reception desk. Visitors are obliged to wear the “VISITOR” badge during their stay at AUA and to return it to the receptionist upon exit from the building.