Tips for a Successful Campus Visit

A Fulbright Representative will be visiting your campus soon! Please review the check list we’ve provided below to help ensure a successful visit.

1 Confirm Logistics
   a. Reserve room equipped with screen/projector and a Wi-Fi connection
   b. Share logistics (location and campus map) with Fulbright representative
   c. Consider providing light refreshments to encourage attendance

2 Share
   a. Scholar Presentation – invite faculty and administrators
   b. Student Presentation – invite interested students, focusing on juniors and seniors
   c. Collect registrations using our registration template
   d. Publicize in campus emails, newsletters, newspaper, and other outlets
   e. Complete and distribute the Fulbright Workshop flyer across campus
   f. Identify and invite Student and Scholar alumni
   g. Invite colleagues from other area institutions
   h. Promote across social media platforms
   i. Add to campus calendar

3 Week of Visit
   a. Provide parking pass/information to Fulbright representative
   b. Confirm receipt of materials and bring them to each session
   c. Provide sign in sheet

4 Follow up
   a. Email attendees with copies of PowerPoint
   b. Keep in touch!

If you have any questions, please email us at outreach@iie.org

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The Fulbright Scholar Program is administered by the Institute of International Education (IIE). For more information, contact us at scholars@iie.org or 202-686-4000, or visit www.iie.org/cies.