

## Tips for a Successful Outreach Lecturing Fund (OLF) Event

The Outreach Lecturing Fund (OLF) allows US Institutions to Invite Fulbright Visiting Scholars to:

- Give department or campus-wide lectures to students or faculty (or both);
- Hold lectures in classrooms;
- Meet with faculty to allow for an exchange of ideas;
- Have informal gatherings with students and faculty;
- Meet with community organizations, professional, cultural or religious groups, K-12 schools and school districts that have a special interest in international relations.



### 1 Identify a Scholar

- Explore the Scholar List to find a Non-U.S. (Visiting) Scholar you would like to invite to campus:

<http://www.cies.org/fulbright-scholars>

### Fulbright Scholar Directory

For information on Fulbright Scholar grantees prior to the 2010-2011 academic year or Fulbright Specialist grantees, please [Contact Us](#) or [Click Here](#).

**Fulbright Scholar Type:**

U.S. Scholar  Non-U.S. (Visiting) Scholar

**Program Group:**

Core  NEXUS  Scholar-in-Residence  Seminar  Specialist

**First Name:**

**Surname:**

**Discipline**

**Specialization**

▶ **Advanced Filters**

| Scholar        | Fulbright Scholar Type      | Program Group | Program Country | Discipline        | Specialization    | Home Institution                               | Host Institution                   | Academic Year |
|----------------|-----------------------------|---------------|-----------------|-------------------|-------------------|--|------------------------------------|---------------|
| Aalberg, Toril | Non-U.S. (Visiting) Scholar | Core          | Norway          | Political Science | Political Science | Norwegian University Of Science And Technology | University of California, Berkeley | 2014-2015     |

- Once you have identified a scholar, please email [OLF@iie.org](mailto:OLF@iie.org) and we can reach out to the scholar on your behalf.

**2 Submit an Application:** Complete and submit the [OLF application form](#), [OLF Flyer Template](#), and Official Invitation Letter to [OLF@iie.org](mailto:OLF@iie.org) for review as soon as possible. Please ensure this is no later than one month before your scheduled event.

**3 Engage with Scholar on Campus**

- Extend hospitality to the Visiting Scholar upon his or her arrival, including local transportation to/from the airport, and/or a meal. Cultural exchange is at the heart of the Fulbright Program!
- Invite faculty, administrators and students to the OLF session with the [OLF Flyer Template](#). Reach out to your institution's [Fulbright Scholar Liaison](#) and [Fulbright Program Advisor](#) to promote campus and program synergies within the Fulbright Programs. Engage with neighboring higher education institutions, community organizations, area Fulbright Alumni Association chapters and other groups that have a special interest in international relations.

- Utilize social media as a means of engaging your campus with tags such as **#Fulbright** and **#FulbrightOLF**



Save the date: **#Fulbright** Visiting Scholar Laura Harrison to deliver lecture on Downton Abbey on 10/3. RSVP: [bit.ly/2bFaej3](https://bit.ly/2bFaej3) **#FulbrightOLF**

**4 Submit your Evaluation** upon completion of the event and send pictures, including a brief summary of the event to IIE ([olf@iie.org](mailto:olf@iie.org)) for use in our publications, blog and social media. *(The Fulbright Visiting Scholar will not receive their award until the evaluation is received.)*

**We look forward to working with you to host a Fulbright Visiting Scholar on your campus!**

