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

➢ Once you have identified a scholar, please email OLF@iie.org and we can reach out to the scholar on your behalf.
Submit an Application: Complete and submit the OLF application form, OLF Flyer Template, and Official Invitation Letter to OLF@iie.org for review as soon as possible. Please ensure this is no later than one month before your scheduled event.

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

Submit your Evaluation upon completion of the event and send pictures, including a brief summary of the event to IIE (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!