



OPEN WORLD PROGRAM

Sponsored by the
Open World Leadership Center

GUIDELINES FOR HOSTING

Rule of Law Version

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I. INTRODUCTION

Thank you for taking part in the Open World rule of law program. The [Open World Leadership Center](#), the U.S. legislative branch agency in charge of the program, greatly appreciates your work as a Host Judge or Host Coordinator.

These guidelines outline the roles and responsibilities of each party involved in the program, provide tips for planning and carrying out the program, and give other background information. Please note that the Open World Program has certain deadlines for submitting deliverables such as the program agendas, host family bios, and Post-program Report. It is important that these deadlines be met to ensure that the overall program operates smoothly and the delegates receive all needed information before they arrive in the United States and the host community.

Returning Host Judges and Host Coordinators: there are significant new provisions on 1) emphasizing activities that could lead to ongoing communication and projects; 2) reporting program results and cost share; 3) filing post-program reports using the forms in this packet; and 4) registering for and reviewing Open World's Digital Directory at <http://dd.openworld.gov/>.

If you have any questions about these guidelines, please contact American Councils Program Officer Joshua Goodman at 202-833-7522 or jgoodman@americancouncils.org.

The Open World Leadership Center and American Councils look forward to working with you, and wish you and your community a great program and a wonderful time with your guests!

I-A. Organizational Overview

Below are a list and brief descriptions of the roles of the various individuals and organizations involved in conducting the Open World rule of law exchange you are hosting:

The **Open World Leadership Center** is the sponsor of the Open World rule of law program. Congress established the Center in 2000 as a U.S. legislative branch agency. The Open World rule of law program is one of several major exchanges that the Center operates for leaders from post-Soviet states. The Center's offices are at the Library of Congress in Washington, D.C.

Primary responsibilities:

- oversee the overall Open World Program and direct its policies and initiatives
- manage the process of recruiting and selecting jurists to participate in the program
- report on the results of the individual programs to Congress and other funders
- encourage follow-on contact and partnerships between hosts and alumni delegates

As part of their oversight role, Center staff may contact you to discuss your schedule or delegates or to get your feedback on the program.

The **Host Judge** serves as the primary host for the delegation of jurists.

Primary responsibilities:

- plan the professional program, including arranging visits to local courts and meetings with other judicial and legal officials
- provide meeting times and details to the Host Coordinator to include in the program agenda
- participate in the Washington, D.C. orientation (if available)
- provide an optional final report to American Councils summarizing the professional program and providing feedback. (Although the Host Coordinator is responsible for submitting the Post-program Report, the Host Judge is encouraged to provide a supplementary narrative.)

The **Host Coordinator** handles logistical arrangements and financial administration.

Primary responsibilities:

- develop the budget for the local program and pay for the logistical arrangements, all of the participants' meals, and cross-cultural activities. Cross-cultural activities include cultural, social, and sports activities
- recruit host families to house the participants (delegates and facilitator[s])
- arrange for ground transportation in the host community, including to and from the airport
- arrange for all meals for the participants
- reserve hotel rooms for the interpreters (American Councils pays for their accommodations)
- produce the program agenda (in close consultation with the Host Judge) and host family bios and submit to American Councils (or the National Host Grantee)
- recruit volunteers to provide interpretation at informal or cultural events
- escort the delegation to the various program activities during the day (and evening, as needed)
- send American Councils a post-program report (using the forms provided) summarizing the visit and giving feedback

The **Administrative Office of the U.S. Courts** (AOUSC), the central support agency for the federal judicial branch, has partnered with the Open World Leadership Center to conduct the Open World rule of law program.

Primary responsibilities:

- recruit and select federal judges to serve as host judges for the program
- provide additional background information on the Open World country's judicial system to host judges
- conduct a two-day orientation program in Washington, D.C., with an intensive overview of the U.S. judicial system. (See Section III-F – U.S. Arrival Orientation, p. 15, for details.)

Please note: the Open World Program invites all Host Judges to participate in the Washington, D.C. orientation program, which usually takes place at the AOUSC.

American Councils for International Education is the Center's logistics coordinator. A Washington, D.C.–based nonprofit organization, American Councils specializes in administering international visitor and exchange programs and has offices in all Open World countries.

Primary responsibilities:

- prepare jurist delegates for travel, including obtaining U.S. visas and conducting a pre-departure orientation
- select facilitators to travel with and assist the jurist delegates, Host Judge, and Host Coordinator during the program
- send the Host Judge and Host Coordinator biographical profiles on the participants
- arrange all travel to the United States and host communities
- provide guidance to the Host Judge and Host Coordinator on planning the local program
- hire professional interpreters for the local program. (The Host Coordinator will be asked if he/she has local professional interpreters available. If local professional interpreters are not available, then professional interpreters will be sent.)
- collect and translate the program agenda and host family bios, and distribute them to the jurist delegates before their travel to the United States
- provide additional guidance to the Host Judge and Host Coordinator as needed

The **National Host Grantee Organization** recruits and assists the Host Coordinator in cooperation with American Councils. The Open World Leadership Center competitively selects highly qualified nonprofit and governmental organizations each year to serve as National Host Grantee Organizations.

Primary responsibilities:

- provide administrative and financial support to the Host Coordinator assisting the Host Judge with the rule of law delegation
- ensure that the program agenda, host family bios, and Host Coordinator Post-program Report are submitted according to schedule and in the required format
- (optional) collect and review the program agenda, host family bios, and Host Coordinator Post-program Report before sending to American Councils

Special note on cross-cultural activities: Often the Host Judge and Host Coordinator will jointly plan social and cultural activities. When doing so, it is important to determine up front who will pay for which activities, who is participating in each event, and whether the events are within budget.

I-B. OPEN WORLD MISSION, OBJECTIVES, AND RESULTS

Mission. Open World’s mission is to enhance understanding and capabilities for cooperation between the United States and the countries of Eurasia and the Baltic States by developing a network of leaders in the region who have gained significant, firsthand exposure to America’s democratic, accountable government and free-market system.

Objectives: Through the Open World Program, delegates should:

- ◆ Exchange views with members of appropriate federal, state, and local judicial agencies; civic organizations and other NGOs working in the area of rule of law; and the legal education community.
- ◆ Participate in community events, to gain an understanding of the role of community organizations’ interactions with government.
- ◆ Share their professional expertise with American counterparts and contacts and present information about their country’s culture, history, and current affairs to members of their host community.
- ◆ Network with American professionals and hosts interested in maintaining contact beyond the eight-day community visit for ongoing cooperation and collaboration.
- ◆ Acquire an understanding of the important elements of American civil society, to be able to make constructive comparisons with civil society in their own country.
- ◆ Acquire an understanding of governance in a democratic society and the rule of law in American society, including the concepts of accountability and transparency, the separation of powers, and the interrelationships of federal, state, and local governments.
- ◆ Develop a better understanding of American culture and society and contribute to enhanced American knowledge of the society, culture, and institutions of the delegates’ country.

Results. The Center is now tracking the results of the Open World Program using the eight categories, or “bins,” listed below. Please keep the Center’s desired results in mind when planning program activities. Those results categories pertaining to local hosts, and local hosts’ role in reporting on them, are discussed in more detail in Section III-H – Post-program Reporting and the sections referenced in individual Results entries below.

1. Benefits to Americans – The Open World Program strives to promote **mutual** understanding and benefit. This implies that all parties are learning from one another and information is flowing in more than one direction. See Section IV – Guidelines for Preparing the Program Agenda.

EXAMPLES: Estimated number of people in the audience for presentations made by Open World delegates, number of presentations. “Reverse success stories” of how Americans adopted ideas from Open World delegates.

2. Partnerships – An American organization partners with an organization in the delegates’ country on joint projects or exchanges or starts an affiliate there.

EXAMPLES: sister-court relations; partnerships between law schools.

3. Projects – A delegate returns home and implements an idea inspired by the Open World experience.

EXAMPLES: Created a court website or implemented random case assignment.

4. Multipliers – A delegate returns home and shares his/her new knowledge with others, thereby “multiplying” the Open World experience.

EXAMPLES: Number of presentations and number of people in the audience; delegate websites launched or expanded with information gleaned during the Open World visit.

5. Reciprocal Visits – Americans associated with the Open World hosting experience visit the delegates’ home country and meet with Open World alumni or work on an Open World–inspired project. See Section IV-B – Suggested Program Activities (End-of-Program Activities).

6. Press – A delegation’s U.S. visit is covered in the local broadcast and/or print media. See Section III-C – Three Weeks Before Arrival (Press Outreach).

7. Contributions – In-kind (in hours or material goods) or cash donations. See Section III-A – Preplanning (Keeping Track of Contributions).

EXAMPLES: Football game tickets, volunteer hours to plan and execute hosting of delegates, private-sector donations to support Open World events.

8. Professional Advancement – Alumni are recognized or their careers are furthered in a concrete way.

EXAMPLES: Grant awards, promotions, and scholarships received by alumni; number of alumni who run for office, number of alumni who are elected to office.

I-C. IMPORTANT INFORMATION ABOUT YOUR PARTICIPANTS

- ◆ If a delegate cancels his/her trip, American Councils will notify you immediately and try to find a replacement. This will not always be possible given the lengthy visa process. Cancellation could happen any time up to the date of departure.
- ◆ The majority of Open World delegates do not speak English.
- ◆ Any facilitator who cancels will be replaced. (Open World has a pool of facilitators with multi-entry visas that allow travel on short notice.)
- ◆ Participants are covered by short-term health and accident insurance. See Section VIII-A – Medical/Accident Insurance for Participants, p. 28, and Attachment A – Cultural Insurance Services International Policy Brochure.
- ◆ Delegates receive \$100 from American Councils for incidental expenses during their U.S. stay and return travel. Facilitators also receive money for incidental expenses.
- ◆ Visa guidelines and Open World regulations bar participants from staying in the United States after their program ends.
- ◆ Participants are expected to attend all professional functions and cultural activities as outlined in the program agenda, and to spend time with their host families during program downtime. Participants are not to use their visit to conduct personal business or visit with any family members or friends who reside in the United States.
- ◆ Participants are not allowed to rent cars or other vehicles while in the United States.

I-D. DEADLINES FOR DOCUMENT EXCHANGE

The chart on the next page lists major deadlines for information and document exchange between you and American Councils, measured backward from the delegates' U.S. arrival date (generally three days before the host-community arrival date).

Please **e-mail** documents to American Councils so they can be quickly shared with delegates and the Open World Leadership Center. It is vital that American Councils receive the draft program agenda by the established deadline so it can be translated in time for the delegates to review and comment on it before they leave for the United States.

Please note: Sending a pre-visit document (like the draft program agenda or host family information) in PDF format will slow down the translation process by requiring the translator to spend extra time reformatting or recreating the document. You are strongly encouraged to send all pre-visit documents to American Councils in **MS Word**.

DEADLINE	HOST COORDINATOR PROVIDES	AMERICAN COUNCILS PROVIDES
<i>6 weeks before arrival</i>		<ul style="list-style-type: none"> ▪ <i>Participant Names and Profiles</i>
<i>3 weeks before arrival</i>	<ul style="list-style-type: none"> ▪ <i>DRAFT PROGRAM AGENDA</i> ▪ <i>Community Profile (if requested)</i> 	<ul style="list-style-type: none"> ▪ <i>Flight Itineraries</i>
<i>2 weeks before arrival</i>	<ul style="list-style-type: none"> ▪ <i>Host Family Contact Information and Brief Bios</i> ▪ <i>Résumé of Professional Interpreter</i> 	
<i>1 week before arrival</i>	<ul style="list-style-type: none"> ▪ <i>Emergency Contact Information</i> ▪ <i>Updated Program Agenda</i> 	
<i>3 weeks after departure</i>	<ul style="list-style-type: none"> ▪ <i>Post-program Report* (including Host Narrative, Final Program Agenda, Host Family List, Media Articles, and Photos)</i> 	<ul style="list-style-type: none"> ▪ <i>Delegation Feedback on Program to Grantee</i>

* The Center regards this report as an important vehicle for identifying visit results—both actual and potential. Grantee organizations are obligated by the terms of their grant awards to ensure that local host organizations submit post-program reports containing the required elements discussed in Section III-H – Post-program Reporting. Local host organizations are required to use the Host Narrative Form and Agenda Form provided in this packet unless written permission to use other formats is obtained in advance from the Open World Leadership Center.

II. WORKING WITH THE PROFESSIONAL INTERPRETERS

American Councils will hire two professional interpreters to provide simultaneous translation at all professional meetings and official functions. These interpreters are State Department–certified and have a thorough knowledge of judicial vocabulary in both English and the delegates’ language. In most cases, the interpreters will be from outside the host community; local interpreters may be hired if available.

When planning the program, the Host Judge and Host Coordinator should discuss which events will require simultaneous translation and note them on the program agenda. It is also useful to discuss the agenda with the interpreters before or soon after they arrive in the host community.

The following are guidelines for working with the interpreters and answers to many frequently asked questions on their work:

Duties: The interpreters’ primary responsibility is to provide simultaneous translation at all professional meetings and official functions. For nonprofessional events, such as cultural activities and informal receptions, the Host Coordinator is encouraged to recruit local volunteers to provide consecutive translation. The facilitator will also be available to translate at such events. For cultural activities that are relevant to the rule of law theme, other important nonprofessional events, or working meals, please try to use the interpreters as the budget allows; please also remember to allow time for them to eat or take a break.

Arrival: The interpreters will arrive in the host community the day before the professional program begins. So if the professional program begins on Monday, the interpreters will arrive on Sunday. Please note that this will be one day later than the delegation’s arrival, and plan accordingly. (Locally based interpreters will be available to begin work on Monday morning.) Interpreters depart the host community on the same day as the delegation.

Hours: The interpreters will generally work from 9 a.m. to 5 p.m., with a break for lunch. Additionally, each interpreter is contracted to work **three evenings** during the course of the program in case official events requiring simultaneous interpretation occur after regular business hours. Aside from these contracted evenings, the interpreters should not be expected to spend “after-hours” time with the delegates, although some may choose to do so. Interpreters are not paid for personal time they spend with delegates.

Expenses: American Councils pays the interpreters’ salaries and their lodging expenses while in the host community. The interpreters will pay for all their meals and other incidental expenses as they will be reimbursed by American Councils after the completion of the program. If the schedule requires the interpreters to be present at an official dinner reception or other meal, the interpreters will reimburse the Host Coordinator for the cost of their meal. The Host Coordinator should be prepared to provide the interpreters individual receipts for this expense. The Host Coordinator should meet with the interpreters early in the program to discuss when such events appear on the schedule. Also, please note that the interpreters must adhere to the standard federal government per diem rate for meal expenses. This information can be found at <http://www.gsa.gov/>.

Lodging: The Host Coordinator is asked to reserve a hotel room for each interpreter on behalf of American Councils. The hotel should be close to where most of the meetings will take place. American Councils will contact the hotel and transfer the reservation to the American Councils’ credit card account. Please note that the cost of the hotel rooms cannot exceed the standard federal government rate. (See website listed above.)

Equipment: The interpreters will provide simultaneous translation equipment, including headsets and microphones.

III. TIMELINE AND DIVISION OF RESPONSIBILITIES

This section reviews the planning process for hosting an Open World delegation and gives more detail on the responsibilities of the Host Judge, the Host Coordinator, and American Councils.

It is recommended that the Host Judge and Host Coordinator meet as soon as possible after both parties' hosting participation has been confirmed to discuss each other's responsibilities and the available budget. In addition, for federal Host Judges, the AOUSC will arrange a conference call with the Host Judge, the Host Coordinator, American Councils staff, and National Host Grantee staff to discuss any outstanding issues.

A checklist of the Host Coordinator's main hosting responsibilities is included as Attachment B.

III-A. Preplanning (Two to Six Months Before Arrival)

<p>Host Coordinator:</p> <p>Host Family Recruitment. The Open World Leadership Center considers homestays a major part of the Open World experience. Although the deadline for reporting on recruited host families comes later, the Host Coordinator should strive to recruit a host family for each participant, including the facilitator, as soon as possible. When making placements, please check with the facilitator to see if any delegates have pet allergies or dietary restrictions that were not noted in the participant profiles. Be sure to send your host families the Open World Digital Directory Users' Guide (Attachment C) and encourage them to register for the Directory before the delegates' arrival. (Any pre-visit communication with the delegates should be done through the Digital Directory via the facilitator.) See Section V-A – Host Family Requirements, p. 22.</p> <p>Airport Preferences. The Host Coordinator should notify American Councils of the first and second choice of arrival and departure airports, indicating the driving time between the host community and the airports.</p> <p>Community Profile. American Councils will ask the Host Coordinator to prepare a Community Profile if it does not have one on file for the community. The profile should describe the community's climate, geography, political structure, history, cultural institutions, and other distinguishing features, and should be sent to American Councils or the National Host Grantee Organization at least three weeks before the delegation's U.S. arrival date. Profiles are translated and distributed to participants. They may also be posted on the Open World Leadership Center's website, so please do not use copyrighted material. (<i>See Attachment D – Community Profile Template.</i>)</p> <p>The purpose of the Community Profile is to give participants a clear understanding of their host community and of the sort of clothing and other items they should pack.</p> <p>Keeping Track of Contributions. It is very important that you discuss with your grantee organization <i>before</i> the visit how cash and in-kind contributions to your hosting project will be tracked and reported. (The Open World Leadership Center requires grantee organizations to report by January 31, 2008, on the in-kind contributions made to each local Open World visit they administer.) In-kind contributions include such items as homestay accommodations, unreimbursed meals provided by homestay hosts, and the time and unreimbursed mileage of volunteer drivers. Your grantee organization can provide you with additional information on calculating and reporting contributions.</p>
<p>American Councils:</p> <p>Delegation Formation. American Councils forms delegations from the pool of Open World finalists based on finalists' occupation, professional level, and interests.</p> <p>Visas. American Councils obtains J-1 visas (student/participant exchange) for delegates and B-1/B-2 visas (business) for facilitators. American Councils will inform the Host Judge and Host</p>

Coordinator if any participant fails to obtain a visa.

International Air Travel. American Councils selects travel dates and makes plane reservations two to six months in advance.

III-B. Six Weeks Before Arrival

Host Judge:

Planning the Professional Program. Once the participant profiles are received (as noted below), the Host Judge should begin arranging professional meetings and site visits related to judicial and rule of law issues. To the extent possible, try to recruit presenters who are potentially interested in maintaining contact or developing joint projects with the delegates. The equivalent of **four full business days** should be devoted to professional activities. (One business day may be divided into two days, each being a half-business/half-cultural day.) For each professional activity, please give the date and time; the presenter's name, title, and brief bio; the address, phone number, and description of the organization being visited; the names and titles of the other attendees the delegates will meet; the focus of the discussion; the type of activity (e.g., panel discussion, workshop, site tour); and, if needed, a contact name and number for building access. (See *Section IV – Guidelines for Preparing the Program Agenda, pp. 18–21.*)

Once the professional program has been developed, this information should be given to the Host Coordinator. This packet contains a backgrounder on Open World for the Host Coordinator to send to presenters (Attachment E – Meeting with Open World Delegations) and a form to use for the agenda (Attachment F).

Important Points:

- It is recommended that the Host Judge e-mail the facilitator to learn more about the specific interests of the delegates and inquire about what topics *they* might want to present on. Facilitators contact delegates before the program and can answer questions about them or forward them any questions or program suggestions for feedback. Please copy American Councils on all messages and inform staff there if a prompt response is not received. (See *Section VI – Working with Facilitators, pp. 25–26.*)
- Please review the discussion of congressional outreach and press outreach in the Host Coordinator section below and provide guidance as appropriate to the Host Coordinator.

Host Coordinator:

Logistical Arrangements. In consultation with the Host Judge, the Host Coordinator should make the logistical arrangements according to the needs of the professional program.

Cross-Cultural Activities. Please be sure to schedule community and cross-cultural activities, preferably on the weekend and in the evening. Cross-cultural activities include cultural, social, and sports activities. (See *Section IV – Guidelines for Preparing the Program Agenda, p. 20.*)

Planning Congressional Outreach. The Open World Leadership Center strongly encourages you to try to arrange meetings with your U.S. Senators and Representative or their staff members, in the host community or in Washington, D.C. Congress initiated Open World and provides most of its funding, and many Members take an active interest in the program. A guide to meeting with Members of Congress and a meeting request letter template are included as Attachments G and H. Please be sure to coordinate any contact with congressional offices with the Host Judge.

Planning Press Outreach. A media relations overview and a press release template are included as Attachments I and J. Representatives of the Open World Leadership Center may contact you or the Host Judge to offer to assist with press outreach or to ask to review your

press materials. If you need help with press outreach, please feel free to call Jeffrey Magnuson of the Open World Leadership Center at 202-707-6555. Please be sure to coordinate any press outreach with the Host Judge.

Please note that any press releases you issue on the delegation must credit the Open World Leadership Center, even if the template provided is not used.

American Councils:

Participant Names and Profiles. American Councils will send the Host Judge and Host Coordinator (directly or through the National Host Grantee Organization) a biographical profile of each participant that includes

- participant's name and personal information (including birthday!)
- professional information (job title and description, name of court or other workplace)
- community or teaching activities
- education
- interests and program goals
- any special needs (vegetarian, smoker, allergies, etc.)

III-C. Three Weeks Before Arrival

Host Coordinator:

Draft Program Agenda. The Host Coordinator is to send American Councils the draft program agenda (using the attached form) at least *three weeks* before the delegation's U.S. arrival. Please briefly describe each professional activity: who will be presenting, the focus, the type of activity, what the organization being visited does, the specific connection to your delegates' interests, and any potential projects, partnerships, or other follow-on activity the presenting organization might be interested in exploring with one or more of the delegates. Make sure to provide a contact name and number for each meeting. Also, please be sure to include all the information asked for on the program agenda cover page. See Attachment F – Open World Program Agenda Form.

American Councils will review the draft, and may suggest or request changes. (Open World Leadership Center staff may also review and comment on it.) It will then be sent to the facilitator to translate and share with delegates. American Councils will promptly forward you any program suggestions or requests from the delegates.

Even if parts of the agenda are still pending, American Councils needs to receive the draft three weeks before the delegation's arrival. Please notify American Councils if it will be sent late.

American Councils:

Domestic U.S. Travel. American Councils finalizes the flight itineraries and purchases the participants' air tickets at this time, after which no changes can be made to the itineraries without incurring airline penalties. Flights are chosen according to cost, travel time, number of layovers, and relation to other Open World delegations departing on the same day. Delegations generally arrive in the host community mid- to late afternoon.

Please note: Delegations hosted in the western continental U.S., Alaska, and Hawaii will likely have to leave the host community on an early morning flight to meet a connecting international flight in Washington, D.C., or New York. If the National Host Grantee Organization's budget allows, the delegation may stay in an airport hotel the night before departure. Occasionally such delegations need to leave a day early on an overnight flight.

American Councils may charter a bus to transport a delegation to and from a host community that

is within a two to three hours' drive of Washington, D.C. (The delegation will be dropped off and picked up at a location chosen by the Host Coordinator.)

Professional Interpreters' Information. American Councils sends the Host Judge and the Host Coordinator contact information for the professional interpreters hired for the delegation.

III-D. Two Weeks Before Arrival

Host Coordinator:

Host Family Information. You are asked to send each host family's information—names, address, phone and fax numbers, e-mail address, occupations, and assigned participant(s)—to American Councils at least two weeks before the delegation's U.S. arrival. Please put all the information on host families into a single document, using Attachment K – Open World Host Family Form. Be sure to list pets, hobbies, children's ages, etc., as this information will be sent to the delegates in case they want to buy gifts for their host families. Information on pets is also useful should a host family's assigned delegate have any allergies or other issues with pets.

III-E. One Week Before Arrival

Host Coordinator:

Updated Program Agenda. You are to send an updated program agenda to American Councils at least one week before the delegation's U.S. arrival. Please indicate any changes or additional information using highlighting, boldface, or a colored font so the translator can see new text. The updated program agenda will be given to the delegates in translation before their departure.

American Councils would appreciate receiving a revised updated program agenda if additional activities are later confirmed. There will not be time to have it translated, but American Councils will give it to the facilitator to discuss with the delegates during their U.S. orientation.

Emergency Contact Information. At least one week before the delegation's U.S. arrival, send American Councils your emergency contact information (including cell phone number) and that for the party meeting the delegation at the airport, so American Councils can notify you both of any last-minute flight changes or delays.

III-F. Orientations

American Councils:

Pre-departure Orientation. Participants arrive in the departure city two to three days before departure for an orientation on American culture and government, and for U.S. Embassy visa interviews. Delegates and facilitators traveling from outlying regions may not be reachable by e-mail beginning several days before the orientation.

U.S. Arrival Orientation. Delegations begin their U.S. visit with a two-day orientation in Washington, D.C., run by the AOUSC. During the orientation, delegates receive an in-depth introduction to the U.S. judicial system, visit the Supreme Court, and meet Open World Leadership Center and National Host Grantee Organization staff. Host Judges for the visiting delegations often participate in the orientation.

III-G. During the Host Community Program

Host Coordinator:

Ground Transportation. The Host Coordinator is responsible for arranging all ground transportation needed during the local visit, including transportation between the host city and the airport, and daily transportation to and from the delegates' lodgings and to all activities. **Please do not use public transportation to take participants to meetings unless it is absolutely necessary AND a local escort will go along.** Please inform American Councils and the National Host Grantee Organization in advance of any plans to take public transportation to professional activities.

Meals. The Host Coordinator is responsible for ensuring that breakfast, lunch, and dinner are provided daily for the participants during their stay. Meals provided by the host families and/or hotel, meals associated with professional activities, and informal group meals (barbecues, potlucks, etc.) all count toward this requirement. Please do not distribute monetary food allowances in lieu of actual meals, as many delegates consider this practice inhospitable.

Reviewing the Digital Directory. Please encourage presenters and host families to review the [Digital Directory](#), and other Open World web resources for ongoing communication, while the delegates are in the United States.

Assisting Facilitators with Reporting. Facilitators are required to call or e-mail American Councils' Washington office one or two days after arriving in the host community and again shortly before leaving. Facilitators must also send American Councils a post-visit written report, which they often begin writing while in the host community. Please provide breaks in the schedule and access to a computer and phone so the facilitator can perform these tasks.

Emergencies. The Host Coordinator is responsible for handling and immediately informing American Councils of any emergencies involving participants. American Councils staff is available to help ensure that emergencies are appropriately dealt with in a timely manner. In a medical emergency, obtain treatment first and inform American Councils as soon as possible. Use American Councils' main phone number (202-833-7522) during business hours and the emergency number (1-800-841-7898) after hours. An incident report must be sent to American Councils for any emergency or nonemergency medical situation or other incidents that required American Councils' involvement. *(See Section VIII-B – Emergency Procedures, pp. 29 and Attachment L – Incident Report Form.)*

If any situation develops that concerns or upsets the Host Judge, the Host Coordinator, a host family, a delegate, or a facilitator, please contact American Councils immediately. Its staff will work with all parties to resolve the problem or misunderstanding to everyone's satisfaction, to avoid any lasting negative impact on how those affected view their Open World experience.

III-H. Post-program Reporting

Host Coordinator:

Post-program Report. The Host Coordinator is responsible for sending the following to American Councils within *three weeks* of the delegation's departure:

- *Host Narrative:* a three- to five-page (or longer) overview of the professional and cross-cultural activities; any problems; participant feedback, including from the end-of-visit review session; any benefits to Americans from the visit (see discussion of this Results category on p. 6); any potential projects and continuing partnerships generated by the visit, and the parties to be involved (see discussion of these Results categories on p. 6); and your assessment of the facilitator and the delegation. [Be sure to use the Host Narrative Form included in this packet as Attachment M.](#)
- *Final Program Agenda* (listing all activities that took place, including any added mid-program, and any changes in who attended or led the sessions);
- *List* of all host families and addresses, and the delegate(s) who stayed with each; and
- *Media articles:* copies of any news media articles on the visit, along with the name and location of the newspaper, date of publication, and page number. Please also send a copy of any article directly and immediately, if possible, to Jeffrey Magnuson at the Open World Leadership Center at jmag@loc.gov or (FAX) 202-252-3464.

The Open World Leadership Center also appreciates having high-resolution digital photos of delegations for use on its website and in program documents. "Action shots" of delegates engaged in professional activities are especially welcome. If available, please e-mail photos in JPEG format to owarchive@gmail.com (include date and host city in the subject line) or mail picture CDs to American Councils. Caption, and as necessary, credit information would be greatly appreciated.

Results Reporting. If you learn of actual instances of the following types of post-visit activities involving your delegates and/or their American contacts, you are encouraged to report these results to the Open World Leadership Center by e-mailing openworld@loc.gov, using RESULT in the subject line. Please see pp. 6–7 above for definitions and examples of each result category listed below:

Partnerships
Projects
Multipliers
Reciprocal Visits
Professional Advancement

IV. GUIDELINES FOR PREPARING THE PROGRAM AGENDA

These guidelines are meant to help the Host Judge and the Host Coordinator develop a program agenda that meets each delegate's needs and objectives, as well as Open World's goal of fostering lasting ties that lead to ongoing cooperation and collaboration among delegates and their American contacts. The agenda should be substantive and professionally oriented, with a variety of theme-related meetings, interactive sessions, hands-on activities, and site visits. As described in Section III-B – Six Weeks Before Arrival (p. 12), to the extent possible, try to recruit presenters interested in maintaining contact with the delegates after their U.S. visit. Given that the program is focused on mutual learning and benefit, please also include voluntary opportunities for the delegates to (a) network with and present to their U.S. counterparts, and (b) make public presentations on their work and their country.

The equivalent of four full business days is to be devoted to the professional program.

The agenda should also provide for cross-cultural activities during the evenings and weekends, and downtime with host families. A cross-cultural activity is an activity designed to promote interchange between the delegates and Americans so as to increase their understanding of each other's society, culture, and institutions. Cross-cultural activities include cultural, social, and sports activities.

IV-A. INITIAL STEPS

Planning for the program should begin as soon as the hosting dates are confirmed. All rule of law delegations should spend time observing court proceedings and meet with court administrators and other officers of the court. Visits to law schools, jails, and law firms are other suggested activities.

Once the participant profiles have been received (about six weeks before the visit), the agenda can be tailored to the delegates' interests. In addition to giving work information, the profiles list delegates' community and teaching activities, which will provide additional programming ideas. Most profiles also include a goal statement written by the delegate.

Tip: Pay special attention to delegates' goal statements, as they often include specific programming requests.

The facilitator accompanying the delegation is another good resource. He/she is available to assist with communicating with the delegates and can inquire about their interests and expectations. Facilitators can also translate letters, faxes, or e-mails to delegates. The facilitator's contact information is in the participant profiles.

IV-B. SUGGESTED PROGRAM ACTIVITIES

Preliminary Program Discussion

During the first day of the program, the Host Coordinator or Host Judge should discuss the agenda with the delegates to allow them to provide further feedback and ask for clarification if needed. This session can also be used to discuss the delegates' goals and post-program plans. Their input can assist with fine-tuning the program agenda.

Professional Activities

Professional activities are meetings, site tours, etc., related to rule of law and judicial issues. Emphasize activities that allow delegates to be active participants, not just listeners, and be sure to include opportunities for the delegates to make presentations.

In addition to courtroom observations, other types of recommended activities are: 1) meetings with an individual; 2) small group meetings; 3) large group discussions; 4) site visits/tours; and 5) experiential learning, including job shadowing.

- roundtable discussions
- conferences
- hearings
- job shadowing
- training seminars
- working-group meetings
- staff meetings
- planning sessions
- public meetings/forums

Examples of appropriate settings and formats for *delegate* presentations include:

- judges' roundtables
- visits with members of bar and civic associations
- law school seminars
- city council and town hall meetings
- television and radio interviews

Plan various types of activities to maintain a high-energy program. The delegates should directly experience the actual functioning and decision-making processes of the courts and other institutions visited, as well as a variety of formats for dialogue. Informal meetings and discussions can also be highly productive. Try to arrange a day for the delegates to shadow one or more of their U.S. counterparts in their daily activities.

Tip: A tour should not be considered a professional activity unless it provides opportunities for delegates to engage in substantive Q-and-A with on-site personnel.

Activities should allow delegates to observe, interact, and offer comparisons on how things are done in their country. Please prepare discussion topics and questions to engage the delegates in a dialogue about what they observed, heard, or experienced, even for lectures and speeches.

It is requested that you send "Meeting with Open World Delegations" (Attachment E) to each presenter and brief each in advance on the purpose of his/her session and on the delegates.

Cross-Cultural Activities for Evenings and Weekends

Cross-cultural activities should both show visitors more about America and allow them to interact informally with Americans. Emphasize more "active" events, like:

- amusement park visits
- boat rides
- bowling
- city tours
- county/state fairs
- cultural events (symphony, ballet, etc.)
- hiking
- museum visits
- visits to parks
- picnics
- potluck dinners
- zoo visit

Tip: Be sure to set aside some “after-hours” time for shopping trips. It’s a good idea to schedule one of these outings early in the visit.

Do not schedule risky activities like mountaineering; hang gliding; parachuting; bungee jumping; racing horses, cars, or motorcycles; or parasailing. Injuries sustained during these activities will not be covered by the medical insurance provided.

End-of-Program Activities

The Host Judge is responsible for arranging a review session with the delegates and the facilitator(s) at or near the end of the professional program. The purpose is to review program strengths and weaknesses and to identify any new projects—or any joint projects, reciprocal visits, or other continued professional interactions between delegates and their new American contacts—that will likely result from the Open World trip. The Host Coordinator should attend this session to take notes for the Host Narrative.

If delegates outlined any goals at the start of the program, the discussion should also focus on how the host court, the local host organization, or the Open World Program could provide further assistance. Please include a general description of the meeting, the participants’ feedback, and possible follow-on activities in the Host Narrative.

A **farewell dinner** or other end-of-program events should also be included. Closure is important in Slavic culture, and delegates will want a formal opportunity to say goodbye to their hosts. The event need not be extravagant; a potluck dinner may even be adequate. Please remember to distribute the Open World certificates at an end-of-program event. (The facilitator brings the certificates to the host community.)

IV-C. PUTTING TOGETHER THE PROGRAM AGENDA

Please use the Open World Program Agenda Form (Attachment F) and include the following information in the draft and updated program agendas:

- ◆ Name and complete contact information for the host who prepared the agenda
- ◆ Description of the host organization (include mission, history, and role in the community)
- ◆ Names of delegates the agenda was prepared for

Please list the following information for each professional activity on the agenda:

- ◆ Site of event and organizational description
- ◆ Name and title of everyone the delegates will meet
- ◆ Type of activity (e.g., workshop, Q-and-A session, site tour)
- ◆ Date and time
- ◆ A description of the activity, the focus of the discussion, and the connection to rule of law
- ◆ Any potential projects, partnerships, or other follow-on activity the presenting organization might be interested in exploring with one or more of the delegates

If delegates will take part in different activities, please indicate how, where, and when, or send a separate agenda for each delegate.

Please note: Any public speaking opportunities for delegates must be voluntary, and must be arranged in advance (before the pre-departure orientation) in consultation with the delegates via the facilitator. The facilitator will convey information between you and the delegates on possible topics, audiovisual equipment needs, etc. Please provide as much information as you can ahead of time on the venue, audience, format, and time allotted for each presentation planned.

Tips:

- *Avoid including side notes or instructions for co-hosts in the program agenda. Such information may confuse the delegates or the document's translator.*
- *Avoid using acronyms.*

Please also include details on all cross-cultural and community activities and meals in the agenda.

Your National Host Grantee Organization, American Councils, and the Open World Leadership Center are happy to answer questions or give advice on planning the program agenda.

V. HOSPITALITY GUIDELINES

V-A. HOST FAMILY REQUIREMENTS

Homestays are a cornerstone of the Open World experience. The time spent with host families allows delegates to see how an American family lives and interacts, and adds a degree of warmth and a personal touch that hotel stays lack. Homestays also foster a more positive impression of both the program and America in the minds of visitors—an impression they take back with them and share with friends and colleagues. Although language barriers may exist, guests and hosts find ways to communicate and learn from each other.

Please follow these guidelines when placing Open World participants in homestays:

- ◆ Each delegate should have his or her own private bedroom, although this is not always possible. American Councils must be notified if you plan to have delegates share a bedroom. Under no conditions may delegates be asked to share beds, nor may delegates of the opposite sex share a room.
- ◆ Do not have a delegate share a room with a facilitator.
- ◆ Try to house delegates, when possible, with (two-adult) families, not individuals. Hosts should be generally healthy and able to interact with their guests.
- ◆ The host family should be genuinely interested in welcoming an international visitor into their home. They should be willing to spend time with the delegate(s), taking them shopping and including them in other activities as their schedule permits.
- ◆ As described above in Section III-A – Preplanning (Host Family Recruitment), to the extent possible, try to recruit home hosts interested in maintaining contact with the delegates after their U.S. visit.
- ◆ Encourage host families to register on the Open World Digital Directory (<http://dd.openworld.gov>) before the delegates' arrival and to review Open World web resources for ongoing communication while hosting their delegates.
- ◆ Advise host families to offer typical family-style meals at home when they are scheduled to provide meals. Please have them read the “Meals” tips in the “Hosting Tips” section.
- ◆ Host families should be included in a farewell dinner or party before the delegates depart, and should be encouraged to organize other evening activities with other families.

V-B. HOSTING TIPS FOR HOST COORDINATORS AND FAMILIES

The tips below are suggestions, not rules. They are largely generalizations and will not cover all situations nor apply to every visitor. Please contact the relevant officer on the contact sheet included in this packet if you have any questions. The most important thing is to go with the flow, relax, and enjoy your delegation!

BEFORE ARRIVAL

Try to become acquainted with the culture of your delegates—they will appreciate your interest. Learning a few phrases from the phrase book to be provided goes a long way and is very much appreciated by the visitors. If you are interested in reading about current political, economic, and social conditions in Russia and Ukraine, here are some good online resources:

Russia

- ◆ State Department Russia country information at www.state.gov/p/eur/ci/rs/
- ◆ USAID Russia overview at www.usaid.gov/locations/europe_eurasia/countries/ru/index.html
- ◆ BBC News Russia Country Profile at news.bbc.co.uk/1/hi/world/europe/country_profiles/1102275.stm
- ◆ *The Economist* Country Briefing on Russia at www.economist.com/countries/Russia/

- ◆ Radio Free Europe/Radio Liberty Russia articles at www.rferl.org/newsline/1-rus.asp
- ◆ *Russian Analytical Digest* (produced by the Research Center for East European Studies at the University of Bremen and the Center for Security Studies at the Swiss Federal Institute of Technology Zurich) at www.res.ethz.ch/analysis/rad/
- ◆ Carnegie Moscow Center articles at www.carnegie.ru/en/

Ukraine

- ◆ State Department Ukraine country information at www.state.gov/p/eur/ci/up/
- ◆ The CIA World Factbook Ukraine country information at www.cia.gov/library/publications/the-world-factbook/geos/up.html
- ◆ USAID overview at www.usaid.gov/locations/europe_eurasia/countries/ua/index.html
- ◆ BBC News Ukraine Country Profile at http://news.bbc.co.uk/1/hi/world/europe/country_profiles/1102303.stm
- ◆ *The Economist* Country Briefing on Ukraine at www.economist.com/countries/Ukraine/
- ◆ Radio Free Europe/Radio Liberty Ukraine articles at www.rferl.org/featuresarchive/country/ukraine.html
- ◆ Embassy of Ukraine website at www.mfa.gov.ua/usa/en/news/top.htm

DURING THE VISIT

INTERACTING

- ◆ Lack of English-language ability may cause some delegates to feel uncomfortable and act reserved at first meeting. Engage them in conversation by asking questions about their culture, families, and work.
- ◆ In many professional situations where Americans would have a free-flowing discussion, your delegates may adhere to protocol. If necessary, prompt them to ask questions and discuss concepts freely. While interactive sessions often start awkwardly, delegates often find them to be some of the most rewarding activities.
- ◆ Ask guests about their home country and city, and don't be afraid to discuss the differences between life in America and their country.

MEALS

- ◆ Your delegates will likely prefer a larger breakfast than many Americans do. Host families should offer their guests breakfast and dinner, when not covered in the group program schedule. It is unlikely that delegates would help themselves to the refrigerator or pantry even if they have been instructed to do so.
- ◆ Your delegates will probably prefer hot meals with meat (including at breakfast). Very spicy food may not appeal to your delegates, although there are many exceptions.
- ◆ Hot tea should be regularly available (preferably with lemon).
- ◆ Your delegates will likely prefer their juices and other cold drinks without ice.
- ◆ At restaurants, discuss portion size and complete meal versus "a la carte." Your delegates may order "a la carte" without any idea as to the portion size, which can result in over-ordering. You may ask the facilitators or interpreters for advice.
- ◆ Buffets are a good dining option because they allow delegates to sample different foods. Barbecues and restaurants that serve soup as a first course are also popular.
- ◆ Working breakfasts (bagels and coffee) and lunches (pizza/sandwiches) are usually not well received but may be included on a limited basis, as your delegates will likely know of this American practice and should be open to trying it.
- ◆ Your delegates may not appreciate being taken to fast food restaurants, especially when part of an official delegation. Please select other dining-out options whenever possible. One or two visits to fast food restaurants are acceptable.

- ◆ Delegates often get tired of restaurants and heave a sigh of relief when they can just relax around the table. Try to include a few meals in a host family home or even ask your guests to prepare a meal. This is when songs get sung, pictures get shared and the delegates really enjoy interacting with their hosts.
- ◆ A home group meal at the *beginning* of the visit can be a good icebreaker.

GIFTS

- ◆ Your guests will want to present gifts to key people. You might let the facilitator know that you are aware of this practice so he/she can inform your guests that you can help identify who should receive gifts. The delegates usually work this out among themselves, but you should be aware that they are sometimes worried about bringing enough/appropriate souvenirs with them. Be prepared to give advice if asked.
- ◆ The delegates will appreciate any little gifts that the local host and any other involved organizations can provide. Also, small welcome packages with disposable cameras, phone cards, soaps, and other toiletries are well received and might be budgeted for.

MISCELLANEOUS

- ◆ Delegates may need help finding phone cards, camera film, or everyday items at drugstores. They may also need help using phone cards, using electrical appliances in the hotel or a host's home, finding groceries, getting film developed, etc. Also, you should make it clear to the delegation (diplomatically through the interpreters/facilitator) what is being paid for and what is not. For example, if delegates are given disposable cameras but are expected to pay for developing the film themselves, they should be told this.
- ◆ Your advice on dress will be much appreciated. Delegates may overdress (by American standards) for a restaurant, for example, or not know when American-style "business casual" would be perfectly appropriate for a professional activity.
- ◆ Your guests may worry about drafts from open windows and very cool air conditioning.
- ◆ If you or anyone involved in the programming know of people in the community who have adopted children from your delegates' home country, check with your delegates to see if they have an interest in meeting these children and their parents. These families are usually eager to meet with delegations. They can also be invited to informal social occasions.
- ◆ Finally, the foregoing cultural guidance should not inhibit you. The most important thing you can do is to be yourself—warm, friendly, welcoming, and open. One of the goals of the program is to allow you and your guests to learn about your cultural differences. A faux pas, taken in stride, can be an occasion for humor that contributes to building lasting relationships!

VI. WORKING WITH FACILITATORS

Open World delegates are accompanied by one or more facilitators, who are English-speaking nationals hired by American Councils. Most have studied in the United States for at least a year. They serve as a cultural guide for the delegates, who are almost always first-time visitors to the United States, and as a cultural bridge between the delegates and their U.S. hosts and contacts. Facilitators also provide nontechnical interpretation in informal situations. Usually one facilitator is assigned to every five rule of law delegates.

FACILITATOR DUTIES INCLUDE:

- ◆ accompanying the delegates throughout their international travel and U.S.-based program;
- ◆ helping negotiate travel and lodging issues; communicating with the host organization and host families, and assisting with other program activities as needed;
- ◆ providing cultural interpretation or explanation as needed;
- ◆ reporting to American Councils from the host community and after the completion of the visit; and
- ◆ notifying American Councils immediately at 202-833-7522 of any problems or schedule changes that occur during the U.S. program.

Please note: Facilitators are not to be responsible for consecutive or simultaneous interpretation at any official professional meetings or site visits. (The one exception is for individualized job shadowing; see the discussion on facilitators and interpreting on p. 26.)

Tip: Meet with the facilitator the day your delegation arrives to explain any program changes and to learn about any concerns or requests the delegates may have.

Working with facilitators to ensure a successful program: While most facilitators are young, all are knowledgeable about the United States and about cultural differences that could affect program success. They are instructed to be unbiased and to call American Councils if problems cannot be resolved. Because facilitators review all your hosting information and get in touch with delegates before departure, they can help you anticipate delegates' questions or problems.

Facilitator work hours: Facilitators are generally expected to accompany delegates whenever requested to do so between 7 a.m. and 9 p.m., beginning on the day of travel from the U.S. arrival city and ending when the delegates arrive in their home country.

Tip: Delegates are more likely to share concerns about their schedule or lodgings with facilitators than with hosts, so you should consult regularly with the facilitator.

Facilitators' management of tickets: Facilitators keep the delegates' international and domestic plane tickets on non-travel days.

Facilitator lodging guidelines: The facilitator is not to share a room with a delegate under any circumstances, whether in a home or a hotel. If a host family can accommodate a facilitator and one or more delegates, consider placing the facilitator with the most senior-level delegate(s) or the delegate(s) with the most limited English.

Facilitators and interpreting: Facilitators are available to interpret at informal cross-cultural events and all everyday interactions with host families. They are not to serve as interpreters during professional activities, as most lack the requisite experience and the specialized vocabulary used in many delegates' fields. When delegates participate in individualized activities like job shadowing, a

facilitator may interpret if his/her assigned delegate(s) will be familiar enough with what they will be observing to understand without professional interpretation.

Facilitator reports: American Councils requires facilitators to check in by phone or fax within a day or two of arriving in the host community and again a day or two before departing, and to e-mail staff a report after the visit is over.

The facilitator is supposed to work with you and your host families to resolve any minor issues with the agenda or homestays. If American Councils can help, please confer with the facilitator and then call 202-833-7522 during business hours (9 a.m. – 5 p.m.). Please also call American Councils if you have problems with the facilitator.

If it is an emergency, call American Councils at 1-800-841-7898.

VII. HINTS ON SPEAKING THROUGH AN INTERPRETER

- **Speak clearly and logically** so the interpreter can convey your ideas.
- Provide an oral map for your interpreter by using “marker” words like “first,” “second,” or “third,” or cues to define your position, like “in contrast to ...” or “I agree and want to add ...”
- **Use complete sentences and phrases** to give a full picture of what you want to say.
- **Pause between sentences** so the interpreter can convey your words.
- **Speak in a normal tempo and volume**, and articulate clearly so everyone will hear what you have to say in your native language.
- **Do not interrupt or correct the interpreter** during interpretation, even if he/she misstates, omits, or underemphasizes an important point, or you sense that the delegates did not fully understand something. Instead, rephrase the point when you speak again.
- **Avoid jargon**, slang, plays on words, acronyms, and obscure terminology, as such language can fluster the interpreter and cause misunderstandings.
- Remember that jokes or cultural references almost always have no meaning to people from another country and require extensive explanation.
- Leave out job titles and names of people or organizations that are not essential to the conversation. This information is better conveyed by a business card.
- **Prepare presentations beforehand** and give copies to the interpreter.
- Advise interpreters in advance of any talks or remarks that delegates will give, so the interpreters can confer with the delegates on what specialized terms will be used and get copies of any formal presentations from them.
- If materials about the delegates’ workplaces or sites/organizations they will visit are available, give them in advance to the interpreter.

VIII. INSURANCE INFORMATION AND EMERGENCY PROCEDURES

IX-A. MEDICAL/ACCIDENT INSURANCE FOR PARTICIPANTS

All Open World delegates and facilitators are covered by insurance purchased by American Councils through Cultural Insurance Services International (CISI). Coverage begins when participants leave their home country and ends on their return, or when the policy expires. Most participants are insured for two weeks. All Open World participants have the same level of coverage. Maximum coverage limits and other details are contained in the CISI brochure included with this guide (Attachment A).

Please note that Open World participants are covered for treatment of up to \$1,000 for pre-existing medical conditions, and up to \$750 for emergency dental pain treatment.

Open World participants carry insurance cards with their name and information for care providers on filing a claim. The participant is to present this card when receiving care. Should a provider question or refuse to accept the card and demand immediate payment, please pay the amount requested, then obtain a receipt and send it to American Councils for direct reimbursement.

When filling out any patient intake forms at a hospital or medical office, please use the following as the participant's contact address:

American Councils for International Education
c/o Open World Program
1776 Massachusetts Ave, NW, Suite 700
Washington, DC 20036

This will direct any hospital invoice or medical bill to American Councils.

If you have questions about insurance coverage or need to submit a claim directly to CISI, please contact:

Steve Hopkins
CISI
Tel: 866-866-4691
Fax: 866-866-4693
shopkins@culturalinsurance.com

Please reference the Open World Program, the participant's name, and U.S. arrival date.

Please contact the American Councils program officer for your group if you have questions.

VIII-B. Emergency Procedures

- When in doubt, consider the situation an emergency.
- Provide immediate assistance.
- Contact the proper authorities and professionals (911) in the case of medical emergency, fire, etc.
- Call American Councils in Washington, D.C., as soon as possible:

During business hours (M-F, 9am-5pm EST):
Call **202-833-7522** (main phone number)
SAY IT IS AN EMERGENCY
Ask for the Open World Program

Evenings and weekends:
Call **1-800-841-7898** (24-hour emergency number)

- Send an **incident report** to American Councils (*use Attachment L – Incident Report Form*). Either you or the facilitator may fill out and file the form (via fax or e-mail).
- American Councils will notify the participant's family members and/or contact people in the participant's home country.

An emergency is:

Medical Condition or Injury: *Any medical situation beyond a common illness that cannot be treated routinely. Any hospitalization of a delegate or facilitator is automatically an emergency.*

Criminal Activity: *Any event where the delegate or facilitator is an alleged victim, perpetrator, or witness of a crime. This includes anytime a delegate or facilitator is taken to the police for questioning, is put in jail, or is cited for an infraction of the law.*

Absence or Departure from Program: *Anytime a delegate or facilitator is lost or missing for more than two hours; leaves the host community; or refuses to participate in the program.*

Asked to Leave Homestay: *Anytime a delegate or facilitator is asked to leave a homestay.*

Inappropriate Behavior: *Anytime a delegate or facilitator has engaged in inappropriate public behavior, or has been accused of inappropriate private behavior.*

IX. AMERICAN COUNCILS FOR INTERNATIONAL EDUCATION STAFF LIST

Main Phone: 202-833-7522 (9 a.m. – 5 p.m. Eastern)
Open World Emergency Cell Phone: 800-841-7898 (24 hours)
Open World Fax: 202-293-6925
E-mail: openworld@americancouncils.org

	Telephone or Extension	E-mail
Nicholas Pilugin Program Manager	ext. 286	pilugin@americancouncils.org
Natasha Dombrovskaya Senior Program Officer	ext. 180	dombrovskaya@americancouncils.org
Joshua Goodman Program Officer	ext. 174	jgoodman@americancouncils.org
Vlad Sedov Program Officer	ext. 198	sedov@americancouncils.org
Jenny Webb Program Associate	ext. 289	webb@americancouncils.org
Rustam Korlasbayev Program Assistant	ext. 154	koralasbayev@americancouncils.org
Irina Royter Program Assistant	ext. 119	royter@americancouncils.org
Mailing Address:	American Councils for International Education 1776 Massachusetts Ave., NW, Suite 700 Washington, DC 20036 E-mail: openworld@americancouncils.org	

X. OPEN WORLD LEADERSHIP CENTER STAFF LIST

Main Phone: 202-707-8943
Fax: 202-252-3464
E-mail: openworld@loc.gov

Rule of Law Staff	Telephone	E-mail
Jeffrey Magnuson Program Manager	202-707-6555	jmag@loc.gov
Mailing Address:	Open World Leadership Center The Library of Congress 101 Independence Avenue, SE OWLC – 9980 LA-144 Washington, DC 20540	

Note: Please allow several weeks for any materials mailed to the Center to arrive. Time-sensitive documents should be faxed or e-mailed. Please inform Open World staff by phone or e-mail if you will be sending anything by mail.

Thank you from the Open World Leadership Center and American Councils