

# ENGLISH LANGUAGE FELLOW PRE-DEPARTURE BRIEFING SCHEDULE

<b>Monday</b>	
3:00 – 6:30 p.m.	<b>REGISTRATION</b>
5:30 – 6:30 p.m.	<b>RENEWING FELLOW AND RELO MEETING</b>
7:00 – 9:00 p.m.	<b>OPENING RECEPTION</b> <b>Hors d’oeuvres and cash bar</b>

<b>Tuesday</b>									
8:00 – 9:00 a.m.	<b>BREAKFAST</b>								
9:00 – 9:30 a.m.	<b>INTRODUCTIONS</b>								
9:30 – 10:30 a.m.	<p><b>OFFICE OF ENGLISH LANGUAGE PROGRAMS OVERVIEW</b> <i>Place: Ballroom A &amp; B</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>English Language Specialist Program</b></td> <td style="width: 50%;"><i>English Teaching Forum</i></td> </tr> <tr> <td><b>English Access Microscholarship Program</b></td> <td><b>Regional English Language Officers (RELOs)</b></td> </tr> <tr> <td><b>E-Teacher Program</b></td> <td><b>English Language Fellow Program</b></td> </tr> <tr> <td></td> <td><b>Materials</b></td> </tr> </table>	<b>English Language Specialist Program</b>	<i>English Teaching Forum</i>	<b>English Access Microscholarship Program</b>	<b>Regional English Language Officers (RELOs)</b>	<b>E-Teacher Program</b>	<b>English Language Fellow Program</b>		<b>Materials</b>
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	<b>Materials</b>								
10:30 – 10:45 a.m.	<b>Break</b>								
10:45 – 11:35 p.m.	<p><b>FELLOWS AND ECA RELATIONSHIP/INTERACTION:</b> <b>Roles, Responsibilities, and Policies</b> <i>Breakout Sessions</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><u><b>Group A:</b></u> <b>AF &amp; WHA</b></td> <td style="width: 25%;"><u><b>Group B:</b></u> <b>EAP &amp; SCA</b></td> <td style="width: 25%;"><u><b>Group C:</b></u> <b>EUR</b></td> <td style="width: 25%;"><u><b>Group D:</b></u> <b>NEA</b></td> </tr> </table>	<u><b>Group A:</b></u> <b>AF &amp; WHA</b>	<u><b>Group B:</b></u> <b>EAP &amp; SCA</b>	<u><b>Group C:</b></u> <b>EUR</b>	<u><b>Group D:</b></u> <b>NEA</b>				
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11:35 – 11:40 a.m.	<b>Mini break</b>								
11:40 – 12:30 p.m.	<p><b>RENEWING FELLOWS’ PERSPECTIVE</b> <b>Perspective from the Field</b> <i>Breakout Sessions</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>AF</b> <b>Africa</b></td> <td style="width: 33%;"><b>EAP</b> <b>East Asia &amp; Pacific</b></td> <td style="width: 33%;"><b>EUR</b> <b>Europe &amp; Eurasia</b></td> </tr> <tr> <td><b>NEA</b> <b>Middle East &amp; North Africa</b></td> <td><b>SCA</b> <b>South &amp; Central Asia</b></td> <td><b>WHA</b> <b>Western Hemisphere</b></td> </tr> </table>	<b>AF</b> <b>Africa</b>	<b>EAP</b> <b>East Asia &amp; Pacific</b>	<b>EUR</b> <b>Europe &amp; Eurasia</b>	<b>NEA</b> <b>Middle East &amp; North Africa</b>	<b>SCA</b> <b>South &amp; Central Asia</b>	<b>WHA</b> <b>Western Hemisphere</b>		
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12:30 – 1:45 p.m.	<b>Lunch</b>								
1:45 – 2:30 a.m.	<b>PUBLIC DIPLOMACY</b>								
2:30 – 2:40 p.m.	<b>INTRODUCTION OF REGIONAL BUREAUS</b>								
2:40 – 2:45 p.m.	<b>Mini break</b>								



# ENGLISH LANGUAGE FELLOW PRE-DEPARTURE ORIENTATION SCHEDULE

<b>Wednesday</b>							
8:00 – 9:00 a.m.	<b>BREAKFAST</b>						
9:00 – 9:15 a.m.	<b>OPENING</b> <i>Place: Ballroom A &amp; B</i>  Q&A Schedule of the day Handout evaluation forms						
9:15 – 9:25am	<b>BREAK</b>						
9:25 – 10:20 a.m.	<b>FELLOWS AND GEORGETOWN UNIVERSITY RELATIONSHIP/INTERACTION</b> <i>Breakout Sessions</i>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <b>Group A:</b>                      AF, WHA, &amp; EUR   <b>Fellow Handbook:</b>                      Roles, Responsibilities, and Policies                 </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <b>Group B:</b>                      EAP, SCA, &amp; NEA                       Payments, Travel, and Expense Reports                 </td> </tr> </table>	<b>Group A:</b> AF, WHA, & EUR  <b>Fellow Handbook:</b> Roles, Responsibilities, and Policies	<b>Group B:</b> EAP, SCA, & NEA  Payments, Travel, and Expense Reports				
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10:20 – 11:15 a.m.	<b>FELLOWS AND GEORGETOWN UNIVERSITY RELATIONSHIP/INTERACTION</b> <i>Breakout Sessions</i>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <b>Group A:</b>                      AF, WHA, &amp; EUR                       Payments, Travel, and Expense Reports                 </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <b>Group B:</b>                      EAP, SCA, &amp; NEA   <b>Fellow Handbook:</b>                      Roles, Responsibilities, and Policies                 </td> </tr> </table>	<b>Group A:</b> AF, WHA, & EUR  Payments, Travel, and Expense Reports	<b>Group B:</b> EAP, SCA, & NEA  <b>Fellow Handbook:</b> Roles, Responsibilities, and Policies				
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11:15 – 11:35 a.m.	<b>Break</b>						
11:35 – 12:30 p.m.	<b>FELLOWS AND PAS/RELOS RELATIONSHIP/INTERACTION</b> <b>Roles, Responsibilities, and Policies</b> <i>Breakout Sessions</i>  <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>AF</b>                      Africa                 </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>EAP</b>                      East Asia &amp; Pacific                 </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>EUR</b>                      Europe &amp; Eurasia                 </td> </tr> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>NEA</b>                      Middle East &amp; North Africa                 </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>SCA</b>                      South &amp; Central Asia                 </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>WHA</b>                      Western Hemisphere                 </td> </tr> </table>	<b>AF</b> Africa	<b>EAP</b> East Asia & Pacific	<b>EUR</b> Europe & Eurasia	<b>NEA</b> Middle East & North Africa	<b>SCA</b> South & Central Asia	<b>WHA</b> Western Hemisphere
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12:30 – 1:45 p.m.	<b>Lunch</b>						
1:45 – 2:50 p.m.	<b>STAYING HEALTHY ABROAD</b>						
2:50 – 3:00 p.m.	<b>Mini break</b>						
3:00 – 4:00 p.m.	<b>CULTURAL AWARENESS, CLASSROOM AND HOST INSTITUTION ISSUES</b> <b>Case studies from former and renewing Fellows</b> <i>Breakout Sessions</i>  <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>AF</b>                      Africa                 </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>EAP</b>                      East Asia &amp; Pacific                 </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>EUR</b>                      Europe &amp; Eurasia                 </td> </tr> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>NEA</b>                      Middle East &amp; North Africa                 </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>SCA</b>                      South &amp; Central Asia                 </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <b>WHA</b>                      Western Hemisphere                 </td> </tr> </table>	<b>AF</b> Africa	<b>EAP</b> East Asia & Pacific	<b>EUR</b> Europe & Eurasia	<b>NEA</b> Middle East & North Africa	<b>SCA</b> South & Central Asia	<b>WHA</b> Western Hemisphere
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4:00 – 4:15 p.m.	<b>Break</b>						

4:15 – 4:30 p.m.	<b>DAILY DEBRIEFING</b>  Q&A Collect daily evaluation forms
4:30 – 5:30 p.m.	<b>POSTER SESSION</b> Renewing Fellows' Accomplishments

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<b>Thursday</b>							
8:00 – 9:00 a.m.	<b>BREAKFAST</b>						
9:00 – 9:15 a.m.	<b>OPENING</b>  Q&A Schedule of the day Handout evaluation forms						
9:15 – 11:00 a.m.	<b>PERSONAL SAFETY AND SECURITY ABROAD</b>						
11:00 – 11:15 a.m.	<b>Break</b>						
11:15 – 12:30 p.m.	<b>STATE DEPARTMENT PROGRAMS</b>  Access Microscholarship Program, (15 minutes)  Alumni (20 minutes)  American Corner (20 minutes)  Voice of America (VOA) (20 minutes)						
12:30 – 1:45 p.m.	<b>Lunch</b>						
1:45 – 2:45 p.m.	<b>Office of English Language Programs Publications and Materials</b>						
2:45 – 2:55 p.m.	<b>Break</b>						
2:55 – 3:45 p.m.	<b>EXPECTATIONS AND VISIONS FOR SUCCESS</b> Brainstorming regional sessions led by New Fellows <i>Breakout Session</i>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><b>AF</b> Africa</td> <td style="width: 33%; text-align: center;"><b>EAP</b> East Asia &amp; Pacific</td> <td style="width: 33%; text-align: center;"><b>EUR</b> Europe &amp; Eurasia</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;"><b>NEA</b> Middle East &amp; North Africa</td> <td style="border-top: 1px solid black; text-align: center;"><b>SCA</b> South &amp; Central Asia</td> <td style="border-top: 1px solid black; text-align: center;"><b>WHA</b> Western Hemisphere</td> </tr> </table>	<b>AF</b> Africa	<b>EAP</b> East Asia & Pacific	<b>EUR</b> Europe & Eurasia	<b>NEA</b> Middle East & North Africa	<b>SCA</b> South & Central Asia	<b>WHA</b> Western Hemisphere
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3:45 – 3:50 p.m.	<b>Mini break</b>						
3:50 – 4:30 p.m.	<b>EXPECTATIONS AND VISIONS FOR SUCCESS</b>  Reconvene to report 10 ideas to be implemented at assignment						
4:30 – 5:00 p.m.	<b>DAILY DEBRIEFING</b>  Q&A Collect daily evaluation forms						
5:30 – 7:30 p.m.	<b>EVENING SOCIAL EVENT</b> <b>Dinner and cash bar</b> <i>Place: Solarium</i>						

<b>Friday</b>	
7:00 – 9:00 a.m.	<b>GRAB &amp; GO BREAKFAST</b>