

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!

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