Request for Proposals (RFP)

To:	Offerors
From:	Institute of International Education® (IIE®)
Subject=:	Benjamin A. Gilman International Scholarship Program (Gilman) and Critical Language Scholarship (CLS) Advisor Workshops*

*IIE anticipates awarding three contracts to accredited U.S. higher education institutions across different geographic locations. Previous workshops have been held at colleges/universities in Arizona, California, Georgia, Illinois, Kentucky, Mississippi, and Rhode Island. Institutions outside these geographic areas will be given preference.

RFP Issue Date:	January 14, 2019
RFP Closing Date:	February 25, 2019
RFP Closing Time:	5 p.m. EST
Performance Period:	May 1, 2019 – September 30, 2019 (Workshop will occur between these dates)

Enclosed is a Request for Proposals (RFP). At the direction of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), IIE invites accredited U.S. institutions of higher education ("Offerors") to submit a best-value proposal for the requested services. The contract resulting from this award will be a U.S. government-funded Subcontractor Agreement serving the below-mentioned program.

Offerors are encouraged to read this RFP in its entirety (including any and all attachments), paying specific attention to the instructions and requirements included herein. Issuance of this solicitation does not, in any way, obligate the Institute of International Education (IIE) to award a contract, nor will IIE pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror(s) whose Offer will be the most advantageous to IIE in terms of cost, functionality, and other factors as specified in this RFP.

The required services are described in the **"Statement of Work" in Attachment A**. IIE encourages your organization to indicate its interest in this RFP by submitting a proposal according to the instructions in **"Proposal Preparation Instruction."** Proposals will be evaluated based on the **"Evaluation Criteria."** Final selection will be made by the U.S. Department of State.

All proposals are due by the date and time stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated. **The award ceiling is $7,500 per workshop.**

Questions: Any questions are to be submitted **in writing** to the email address listed below no later than 5 p.m. EST on February 1, 2019. No questions will be entertained if they are received by means other than the specified email address. No oral answers will be provided. Answers to questions IIE deems relevant to

this RFP will be published at 5 p.m. EST on February 8, 2019 on IIE's website under Subawards and Procurement (https://www.iie.org/Work-With-Us/Subawards-Procurements).

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Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: gilmanevents@iie.org. Be sure to include in the subject line: ***Proposal — Gilman & CLS Advisor Workshops***. IIE will not accept proposals received by fax.

RFP SCHEDULE

Event	Date
RFP issue date	January 14, 2019
Offerors' question submission deadline	February 1, 2019
Responses to Offerors' questions	February 8, 2019
Proposal submission	February 25, 2019
Anticipated decision and selection of Offeror	March 13, 2019

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SECTION 1: BACKGROUND AND PURPOSE

Institute of International Education
The Institute of International Education (IIE) is a New York not-for-profit corporation that is among the world's largest and most experienced international education and training organizations. Founded in 1919, IIE promotes educational exchange around the world through a wealth of programs and services including Fellowship and Scholarship Management, Higher Education Institutional Development, Emergency Student and Scholar Assistance, and Leadership Development.

For more than 90 years, IIE has promoted educational exchange around the world. IIE currently implements more than 200 programs benefiting 40,000 participants from 183 countries. Foremost among these programs is the world-renowned Fulbright Program, which IIE has had the honor to administer on behalf of the U.S. Department of State since the program's inception in 1946. In addition to the U.S. Department of State, program sponsors include: the U.S. Agency for International Development (USAID); World Bank; major philanthropic foundations; private and public corporations; foreign governments; and individuals.

IIE has its global headquarters in New York City and additional offices around the world, including in the United States (Washington, D.C.; Chicago; Denver; Houston; and San Francisco) and in other countries (China, Egypt, Ethiopia, Hungary, India, Indonesia, Mexico, Russia, Thailand, Ukraine, and Vietnam).

Benjamin A. Gilman International Scholarship Program
The U.S. Department of State's Benjamin A. Gilman International Scholarship Program enables students of limited financial means to study or intern abroad, thereby gaining skills critical to our national security and economic prosperity. The merit-based Gilman Program broadens the student population that studies and interns abroad by supporting undergraduates who might not otherwise participate due to financial constraints. The Gilman Program aims to encourage students to study and intern in a diverse array of countries and world regions. The Gilman Program also encourages students to study languages, especially critical need languages (those deemed important to national security and diplomacy), and provides limited additional funding through a supplemental Critical Need Language Award. By supporting undergraduate students who have high financial need, the program has been successful in supporting students who have been historically underrepresented in education abroad, including but not limited to first-generation college students, veterans, students in a wide array of fields, ethnic minority students, students with disabilities, students attending HBCUs or other minority-serving institutions, students attending community colleges, and students coming from U.S. states with less study abroad participation. The Gilman Program seeks to assist students from a diverse range of public and private institutions from all 50 states, Washington, D.C., and all U.S. territories. The Gilman Program is a program of the U.S. Department of State with funding provided by the U.S. government and supported in its implementation by IIE.

Critical Language Scholarship Program
The U.S. Department of State's Critical Language Scholarship (CLS) Program is an intensive overseas language and cultural immersion program for American undergraduate and graduate students enrolled at U.S. colleges and universities. The program includes intensive language instruction and structured cultural enrichment experiences designed to promote rapid language gains in 15 critical languages: Arabic, Azerbaijani, Bangla, Chinese (Mandarin), Hindi, Indonesian, Japanese, Korean, Persian, Portuguese, Punjabi, Russian, Swahili, Turkish, and Urdu. CLS offers approximately 550 awards per year for eight- to ten-week summer overseas language immersion programs. CLS is part of a wider government

initiative to expand the number of Americans studying and mastering foreign languages that are critical to national security and economic prosperity. The CLS Program is a program of the U.S. Department of State with funding provided by the U.S. government and supported in its implementation by American Councils for International Education.

Purpose of Request for Proposal
The purpose of this Request for Proposal (RFP) is to invite accredited U.S. higher education institutions to submit a proposal to host a full-day Advisor Workshop for campus advisors of the Benjamin A. Gilman International Scholarship Program (the Gilman Program) and the Critical Language Scholarship Program (the CLS Program). Previous workshops have been held in Arizona, California, Georgia, Illinois, Kentucky, Mississippi, and Rhode Island. Applications from institutions outside these geographic areas will be given preference. The responsibilities and expectations of hosting the workshops are outlined in **Attachment A**.

The workshops are conceptualized and sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, as part of the Gilman Program, implemented by IIE, and the CLS Program, implemented by American Councils for International Education. The recipient institution is therefore required to comply with the Uniform Guidance at 2 CFR 200 as applicable.

The workshops are to take place on a mutually-agreed-upon day in May, June, July, August, or September of 2019, and will be held on a Friday. The workshop will host approximately 50 Gilman and CLS advisors, in addition to approximately three total ECA, Gilman, and CLS Program staff members.

Objectives of the Advisor Workshops
- To share best practices for:
  - Promoting the Gilman and CLS Programs to potential applicants;
  - Supporting applicants during the application process;
  - Engaging with alumni upon program completion; and
  - Leveraging alumni for recruitment and promotion.
- To provide advisors with in-depth resources for and updates to the Gilman and CLS Programs.
- To build and strengthen the Gilman and CLS advisor networks for future sharing of resources and best practices.

SECTION 2: RFP CONDITIONS

IIE reserves the right to:
- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is, or should be relied on by the Offeror as, a promise or representation by IIE. IIE does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential and shall return

the RFP (without keeping copies) to IIE if the Offeror elects not to submit a proposal, or upon being requested to do so by IIE.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of IIE and will not be returned. In submitting a proposal, you must agree that your offer shall remain firm for a period of no less than 120 days from the RFP closing date. Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

The successful Offeror will be obligated to enter into an agreement containing the same or substantially similar terms and conditions found at: https://www.iie.org/en/Work-With-Us/Subawards-Procurements/Solicitations-for-Goods-and-Services**.** The terms and conditions may be changed, added to, deleted or modified by IIE prior to awarding the agreement. Other terms and conditions may be negotiated between IIE and the successful Offeror, at IIE's discretion. State universities and agencies should not expect or ask IIE to modify its terms and conditions to incorporate any state regulations or statutes.

SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS

Proposals are expected to be comprehensive and include the information set forth below. Offerors are also invited to send any additional information or supplemental material they believe will aid IIE in properly evaluating their service offerings. Please be sure to respond to each of the elements requested and frame your answers in direct response to the information being sought.

Include only your own work and no text copied from sources outside of your organization, unless those sources are adequately cited and credited. In order to be qualified for this RFP, all Offerors are requested to provide the following information, and format their proposal as follows:

1. **Letter of Transmittal (one page)**
This letter will summarize, in a brief and concise manner, the Offeror's understanding of the scope of services and make a positive commitment to perform the work in a timely manner. The letter should name all of the persons authorized to make representations for the institution, including telephone number(s) and email addresses. The Letter of Transmittal shall be signed by a representative who is authorized to contractually bind the company and shall include the agent's title or authority. The letter should not exceed one page in length.

2. **Narrative Proposal (up to four pages)**
Narrative proposals are expected to be comprehensive and must respond to each of the elements set forth in **Attachment A: "Statement of Work,"** in a Word document format. The Narrative Proposal should include responses to the following:

- Why do you want to host the workshop? This may be up to one page.
- Description of resources (personnel) for hosting and facilitating the Gilman-CLS Advisor Workshop, including a general overview of the expertise of the individual(s). Indicate each individual's name, current role, relevant past roles, and explanation of their qualifications as they relate to the workshop.
- Brief description of the proposed facilitator(s)' and/or institution(s)' experience and best practices for promoting national study abroad scholarship opportunities (and Gilman and CLS

specifically), supporting applicants through the application process, and engaging alumni during the re-entry process and working with them to promote study abroad to diverse audiences.

- Description of the unique strengths, experiences, best practices, and/or resources that the institution and the facilitator(s) will bring to the workshop.
- Exceptions to the RFP, the statement of work, and other requirements should be expressly noted.
- Description of ideas and innovative approaches to content delivery and/or suggestions for interactive activities. This can also include a draft outline or agenda of the workshop. See a sample agenda in **Attachment C.**
- Brief statement on the preferred months and dates for the proposed workshop. Please also note any months and/or dates that would not work for your institution.

In addition to the narrative proposal, the following supplemental documentation (outlined below in sections 3–5) must be submitted: Resume or CV of the Advisor Workshop facilitator(s) and organizer(s), logistical arrangements, and cost proposal. Please note that venue space and facilitator(s) do not have to be retained at this time and can be confirmed if and when the award is granted.

3. **Resume or Curriculum Vitae of Facilitator(s)**
   - The proposed facilitator(s) for the Advisor Workshop who will be involved with content creation and facilitation of the workshop as outlined in **Attachment A** must be appropriately qualified. A Resume or Curriculum Vitae of the proposed facilitator(s) must be included with the proposal.
   - Pursuant to the authorizing legislation of the U.S. Department of State's Bureau of Educational and Cultural Affairs, the workshops must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. Proposed facilitator(s) should agree to presenting in a non-political manner and should also highlight diversity. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to, ethnicity, veteran status, race, gender, religion, socio-economic status, and disabilities.

4. **Logistics**
   - Proposals should outline the logistical arrangements for the workshop, including proposed venue and meeting space options, plans for meals, and parking availability. Host should propose parking options and offer parking vouchers, if possible, which can be included in the budget and/or cost share.
   - Applicant organizations are not requested to secure lodging or travel for participants; however, recommendations for local hotels or information about discounts for university-affiliated individuals are welcomed.
   - Proposals should include the cost of signage at the check-in table and in the main room of the workshop. Signage and all workshop materials must include the logos of the U.S. Department of State, which will be provided by IIE. In addition, logos should be placed in all workshop materials in accordance with Department of State guidelines, which will be provided by IIE. Strict adherence to U.S. Department of State branding is required, and an acknowledgement of this is encouraged to be included in the narrative.

5. **Cost Proposal**
   - Submit a detailed cost proposal, in U.S. dollars, in the recommended format shown in **Attachment B**.

- Include any additional cost items that the Offeror wishes to propose.
- Total cost proposed. The award ceiling is $7,500 per workshop. Cost sharing is not required but is encouraged.

SECTION 4: TERMS OF PAYMENT

Payment terms for the award shall be approximately net thirty (30) days after satisfactory completion of each deliverable or milestone agreed upon and established in the resulting agreement. Payment shall be made by the Institute of International Education (IIE) via check or electronic funds transfer/bank wire. The final payment terms in the contract will control, not this RFP. No advance payments will be provided.

SECTION 5: EVALUATION OF PROPOSALS

The U.S. Department of State's Bureau of Educational and Cultural Affairs will determine the final selection of advisor workshop hosts.

Item	Requirement	Points Available
Organizational Capacity	Assessment of the Offeror's capacity to complete the scope of work, including overall plan and contributions to the workshop content.	15
Proposed Facilitators	Assessment of qualifications of proposed session facilitator(s).	15
Logistics	Assessment of proposed venue space, A/V, catering, parking, and accessibility to transportation options for attendees outside of the local area.	10
Cost Proposal	Assessment of the overall cost of the proposal, including cost sharing and/or in-kind contributions to the workshop. IIE's review of the cost proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror's technical proposal. Costs should include appropriately-branded signage. Higher scores will be awarded to the most cost-effective budgets and those with cost sharing and/or in-kind contributions.	10
	Total	**50 points**

ATTACHMENT A: STATEMENT OF WORK

The Gilman-CLS Advisor Workshop is a benefit made available to advisors of the Benjamin A. Gilman International Scholarship Program and the Critical Language Scholarship (CLS) Program, both of which are programs of the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA), with funding provided by the U.S. government.

The recipient institution will host approximately 50 advisors for a full-day workshop, to take place on a Friday in May, June, July, August, or September of 2019. The Gilman-CLS Advisor Workshop should be approximately eight hours in length, commencing at 8:30 a.m. and concluding at approximately 4:30 p.m.

The recipient institution will provide the venue, catering, logistical support, and facilitation of both the workshop overall and of specific sessions. IIE anticipates awarding three grants to institutions in different geographic areas of the United States.

Within 10 business days of the workshop, the host institution must submit digital versions of all resources used in the workshop to IIE. This material should include, but is not limited to, PowerPoint presentations, handouts, interactive materials, resources, and reading materials. These resources will be available online for Gilman and CLS advisors across the United States and must be appropriately branded according to Department of State guidelines.

Workshop Participants
The workshop participants will be up to 50 Gilman and CLS advisors, which include representatives from study abroad, financial aid, career services, and academic advising offices, as well as regional studies and language faculty and fellowship programs. Participants may range from advisors who are new to the Gilman and/or CLS Programs, to seasoned advisors with many years of experience. They also represent a variety of institutions (public and private), including community colleges.

Workshop Objectives
- To share best practices for:
  - Promoting the Gilman and CLS Programs to potential applicants;
  - Supporting applicants during the application process;
  - Engaging with alumni upon program completion; and
  - Leveraging alumni for recruitment and promotion.
- To provide advisors with in-depth resources for and updates to the Gilman and CLS Programs.
- To build and strengthen the advisor networks for future sharing of resources and best practices.

Workshop Design and Facilitation
The Offeror should propose an individual or individuals to facilitate the overall workshop, as well as specific interactive sessions and materials. The proposed facilitator(s) should have familiarity with and knowledge of national competitive awards generally, and the Gilman and CLS Programs specifically. The overall structure and content of the workshop is outlined in **Appendix C**. The facilitator(s) will work with Gilman and CLS Program staff to tailor the workshop content to highlight the strengths of the implementing institution, as well as to meet the needs of the specific locality and/or participants. Gilman and CLS Program staff will facilitate sessions aimed at providing specific program resources and information.

Benefits of Hosting an Advisor Workshop
- The program is cost-reimbursable, including facilities costs and labor.
- Opportunity to demonstrate the institution's leadership in the area of study abroad.
- Opportunity to provide professional development on the topic of national, merit-based scholarships for higher education professionals from institutions across the nation.
- Opportunity to be engaged with the U.S. Department of State, Bureau of Educational and Cultural Affairs, in addition to IIE and American Councils for International Education.
- Recognition as host in Gilman and CLS Program promotional materials, press releases, websites, and social media.

Summary of Responsibilities

Responsibilities of recipient institution:
- Identify an experienced workshop facilitator and organizer with knowledge of the Gilman and CLS Programs.
    - The workshop facilitator will collaborate with identified program staff to tailor the workshop design, providing and delivering innovative, interactive, and practical content for the workshop as appropriate.
    - The workshop organizer will liaise with identified program staff on the logistical planning, implementation, and follow-up of the workshop.
    - The institution may identify one person to conduct both of these roles, should they wish.
- Design and print workshop book and/or agendas. Produce name tags and event signage. Department of State branding guidelines will be provided in a host packet upon acceptance of proposal.
- Develop and submit digital copies of workshop resources for Gilman and CLS advisors to IIE after the workshop. Workshop resources may be posted on the Gilman, CLS, and/or relevant Department of State websites to help advisors provide resources/training materials on best practices in a variety of key areas. Where possible, digital resources should be written and designed in a way that makes them self-explanatory and beneficial to advisors who did NOT attend the workshop. Required Department of State branding must be included.
- Conduct on-site management, including event setup, registration, catering, tear-down, and overall event management.
- Secure workshop spaces on campus that meet the logistical requirements.
- Order and ensure proper set up of A/V. Have staff available to troubleshoot any technical difficulties.
- Secure parking for participants near the workshop location.
- Order catering, accommodating possible dietary restrictions of registrants and staff.
- Print all handouts and materials needed by workshop session presenters and participants. Required Department of State branding must be included.
- Prepare a concise after-action report for ECA and IIE on lessons learned, best practices, and suggestions for future workshops.

Responsibilities of IIE Staff:
- Provide onboarding information to host institution, clarifying roles, responsibilities and timelines and providing program-related information, templates and materials as needed.
- Manage pre-arrival registration.
- Communicate with participants before arrival. Share campus logistical information (to be provided by recipient institution).

- Provide final list of participants to recipient institution.
- Facilitate the Gilman and CLS Program overviews and convey specific program information. Work closely with facilitator(s) to finalize all aspects of the workshop.
- Provide a limited number of travel stipends to support attendee travel.
- Assist with on-site registration and event logistical support, as needed.
- Conduct an online evaluation survey following the event, the results of which will be shared with the host institution.

IIE staff will work with staff at the U.S. Department of State and American Councils for International Education as needed for the successful execution of these Gilman-CLS Advisor Workshops.

Logistical Requirements
Advisor Workshop Event Space:
- ADA-accessible event space that accommodates 53 participants at round tables to facilitate discussion and interaction.
- Capacity to set up catering buffet in the event space.
- A/V capability, including a projector, audio, and microphones as needed.
- A designated registration table and two chairs set up outside of event space.
- The schedule of events should commence at 8:30 a.m. and conclude at approximately 4:30 p.m., but access to the meeting space should be made available from 7:30 a.m. until 5:45 p.m.

Catering
- Secure catering company and order an appropriate menu selection. The workshop should include lunch and coffee/tea breaks in the morning and afternoon for up to 53 individuals. Meal options should consider common dietary needs (vegan, vegetarian, gluten-free, nut-free, etc.).

Parking
- Secure parking in a vicinity near the workshop location.
- Provide parking vouchers in the event there is a cost associated with parking.

ATTACHMENT B: COST PROPOSAL

Submit a detailed budget for the services described in the technical proposal. IIE's review of the cost proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror's Technical Proposal.

The proposed budget should be submitted using the following format. The Offeror may list any cost line items, but it is recommended that the Offeror follow the major categories listed below, breaking down all "lump sum" items as much as reasonably possible.

Budget
- Offerors should carefully review the following budget guidelines before submitting a proposal. The budget should include a total program cost and a per-participant cost based on an estimated 53 participants (including program staff). All efforts should be made to keep costs as low as possible; cost sharing is encouraged. The estimated maximum amount for one Gilman-CLS Advisor Workshop is $7,500.

The budget (in Excel) should include detailed information including, but not limited to:
- Refreshments/Meals: Per-person cost x 53 participants.
- Facility Fees: Rental, security, janitorial and other costs.
- Signage at check-in table and in main meeting room. Required Department of State branding must be included.
- Name tags for all attendees, including ECA, IIE, and American Councils staff.
- Development of workshop resources as described.
- Staff Requirements: Primary organizers will be provided with financial support. Identify staffing requirements by each position title and, as necessary, brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g., Program Coordinator: $30,000/year x 25% x 3 months; calculation: $30,000/12 = $2,500 x 25% x 3 months = $1,875).
- Honoraria for presenters not included in "Staff Requirements." The proposal could include recommended honoraria amounts for anticipated speakers, as applicable (not to exceed $200 per speaker).
- Administrative Costs: Provide specific information on salaries, postage, telephone, materials and supplies, indirect and overhead costs, and any other relevant costs (as described).
  - An organization with an audited indirect cost rate (NICRA) negotiated with a cognizant federal government agency should include a copy of the cost-rate agreement as an addendum to the budget. The Offeror must indicate in the proposal budget how the rate is applied.
- Cost sharing is strongly encouraged, but not required. Some common areas of cost sharing include any combination of waived staff salaries, waived honoraria, waived room rental fees, and parking.
  - Cost sharing is defined as actual monetary contributions provided in support of the proposal, or in-kind contributions, which include items such as prorated staff time, discounted costs, speaker fees, and office and meeting space rental costs that are waived. Cost sharing may be contributed by the grant recipient or by other organizations or institutions. Volunteer hours contributed are also a form of cost sharing and a valuable resource. Please include an estimate of the number of volunteer hours that will be donated

for the activity in the budget narrative. Recipient organizations will be expected (to the best of their ability) to track volunteer hours and include them in their final report.
- o Please see 2 CFR 200.306 for guidance on determining the value of cost sharing and matching. (http://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-306)

Please attach a budget narrative describing costs outlined in the budget, which should include:
- • Per-person cost for meals, event space, and other items;
- • Sources for cost-sharing contributions;
- • Estimated volunteer hours.

Program funds cannot be used for:
- • Alcohol, gifts, and non-expendable items or equipment, such as computers, office furniture, etc. (must be donated or paid for with non-U.S. government funds);
- • International travel or extensive local travel;
- • Other unallowable costs per 2 CFR 200- Subpart E.

ATTACHMENT C: SUGGESTED AGENDA

The suggested workshop agenda is a broad framework that Offerors can adapt to include creative ideas for engaging and interactive sessions that build on the skills and expertise of the participants. Sessions should focus on sharing best practices and allow time for participants to explore how various strategies may work in their unique academic environments.

We expect the workshop will be highly participatory, involving interactive activities, discussion, and sharing of experiences among participants. Workshops should also allow time for processing and application of learning. Solely lecture-style sessions are not permitted. Creative, structured networking activities during breaks or lunch are encouraged but not required. Please include short breaks in the morning and afternoon, in addition to lunch. Physical movement opportunities for participants in the room/facility throughout the day is highly desired. Having participants sitting in the same seat throughout the day is not acceptable, as it does not promote networking or interactivity.

The Gilman and CLS Programs are open to additions or changes in the suggested agenda times and structure as well as session content. Host institutions may choose to send pre-workshop questions or small assignments to the participants in advance of the workshop.

For each proposed session to be developed and implemented by the host institution, the proposal must include:
1. Name and background of all proposed speaker(s) and their qualifications to speak on the subject matter.
2. Confirmation that each speaker understands, or will be briefed on, the background of the participants and the purpose of workshop (if they are not from the host institution) to ensure the content is geared for the specific audience.
3. A list of objectives and anticipated learning outcomes, including how the session contributes to the goals of the workshop.
4. A short description of how the session will be interactive and, as applicable, include physical movement.
5. A short description of how the session will contribute to networking, as applicable.

8:30 a.m. – 9:00 a.m.	**Coffee, Registration, and Networking**
9:00 a.m. – 9:15 a.m.	**Welcome & Introduction of Staff** (Host Institution, ECA, IIE, American Councils)
9:15 a.m. – 10:15 a.m.	**Participant Introductions** This session should be robust and include enough time to ensure all participants know who is in the room, which institution they are from, and their role at their campus. Interactivity is highly desired. This section of the day should go beyond simple introductions and strategically promote networking, a key goal of the workshop.
10:15 a.m. – 11:00 a.m.	**Program Overviews and Q&A** (Gilman and CLS Staff)
11:00 a.m. – 11:15 a.m.	**Coffee Break**
11:15 a.m. - Noon	**Gilman and CLS Application Review and Selection Criteria** (Gilman and CLS Staff)
Noon – 4:20 p.m.	**Content from Host Institution**: Potential topics for sessions are itemized below; however, all of these topics do not need to be included in the workshop. Offerors should propose the combination of topics they believe to be the most impactful and relevant for study abroad advisors and the best fit within the allotted timeframe. Of primary importance is giving participants ample time for networking and ensuring the entire day is interactive. Lecture-style-only sessions are not permitted. • Role of the Gilman and CLS Campus Advisor • Supporting Students Through the Application Process • Writing a Competitive Essay • Utilizing the Gilman and CLS Programs to Build/Expand Study Abroad Campus Capacity • Strategies for Leveraging Gilman and CLS Programs on Campus • Strategies for Increasing Awareness of Study Abroad Opportunities • Next Steps/Plans for Applying Lessons Learned *Note*: one session must be an "unconference" session. More information is provided in the next section of this document.
4:20 p.m. – 4:30 p.m.	**Time for Reflection** • Each participant should have a page in their conference materials to reflect on what they learned, outline steps they will take upon returning to campus, and name three other participants they plan to follow up with, in order to continue to share ideas and best practices related to study abroad. A sample worksheet could be included in the submission. However, this is not a time for an evaluation of the day, as IIE

will be conducting an online survey of all participants. Offerors may propose a different model for reflection. Creativity is encouraged.

4:30 p.m. – 4:40 p.m.

Wrap-Up/Closing Remarks by Host Institution and ECA

<u>Notes on Workshop Sessions:</u>

Required Sessions:

Welcome & Introduction of Staff (Host Institution, ECA, IIE, American Councils)
This will be brief remarks from the host institution and representatives from the U.S. Department of State.

Participant Introductions
All participants should be given time and space for introductions, including name, institution, and role on campus to promote networking throughout the day.

Program Overviews and Q&A (Gilman and CLS Staff)
Program overviews will be provided during this session. Presenters will use a slide presentation. Participants will learn (or review) the basics of the CLS and Gilman Programs.

Gilman and CLS Application Review and Selection Criteria (Gilman and CLS Staff)
CLS and Gilman Program staff will lead a deeper dive into selection criteria and how participants are chosen.

Unconference Session
During the registration process, participants will be asked to indicate their topics of interest for this session and the results will be made available in advance to the host institution. A minimum of 3 breakout rooms will be needed for this session. The host institution would potentially work with participants in advance to discuss this session as well. A description of an unconference can be found at: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4310607/. Offerors are encouraged to propose creative ideas for this session. Lecture-style sessions are not permitted. Offerors should clearly define their perspective on how this session will operate, as well as their definition of "interactive sessions."

Potential Sessions:

Offerors are encouraged to be creative and identify sessions that would be of most value to the participants. Below are examples of past sessions; however, new ideas are welcomed.

Role of the Gilman and CLS Campus Advisor:
This session was short and interactive with advisors sharing how they saw their roles as Gilman and CLS Advisors, including the challenges and rewards. This discussion set the stage for the more in-depth sessions on essay writing, student support, and outreach.

Supporting Students Through the Application Process:
Many students start scholarship applications, but never finish them. This session involved advisors sharing tips and best practices for supporting students through the process.

Writing a Competitive Essay:
This session was a discussion among advisors about the challenges and successes of advising students on essay writing. It also included a discussion about essay brainstorming activities and tips.

Utilizing the Gilman and CLS Programs to Build/Expand Study Abroad Campus Capacity
Many institutions utilize study abroad scholarships to expand study abroad capacity on their campuses, which often includes expanding staff numbers, gaining campus senior leadership support of study abroad activities, engaging faculty, cross-departmental relationship building, and leveraging other scholarship dollars. In this session, participants discussed strategies their office or campus has employed and the associated challenges and successes.

Strategies for Leveraging Gilman and CLS Programs on Campus
This session enabled participants to share how they leverage Gilman and CLS to support students with financial need. They discussed how to prepare students to budget for their time abroad and best practices for combining other resources on campus with Gilman and CLS.

Strategies for Increasing Awareness of Study Abroad Opportunities
Using the skills and expertise of participants, this interactive session focused on various strategies for increasing applicants for study abroad and awareness of these programs on campus. This included a panel discussion and small-group activities related to campus networks, outreach activities, and utilization of study abroad alumni. Advisors were also encouraged to share best practices.

Next Steps and Plans for Application
This session included a reflection on the activities of the day and plans or ideas for using the networks and learnings in the future.

Thank you for your interest in hosting this workshop. We value our partnerships with U.S. higher education institutions. Please feel free to reach out to us with any questions. (Questions should be directed to the email address provided, using the guidelines provided within this document.)