

Oz-to-Oz program

Responsibilities for K-State faculty host and department

- Identify mutually convenient dates for the Australian Fulbrighter's visit to K-State.
 - These dates should be during the regular Fall or Spring semesters to maximize interactions with faculty and staff.
 - Notify the President's office (dhasting@k-state.edu) and John Leslie (jfl@k-state.edu) of the selected dates.
- Make plane reservations and pay for the Fulbrighter's travel from their Fulbright host institution in the U.S. to Manhattan.
 - Travel should be by the least expensive economy airfare and will be covered by the President's office.
 - If flight is not directly to/from K-State/U.S. host institution, identify the lowest cost airfare available on the selected dates (assume booking at least three weeks in advance).
- Arrange for transportation to/from airport, in area, and for any appropriate off-campus travel or meetings, as necessary, during the Fulbrighter's visit.
- Make hotel reservations for Australian Fulbrighter.
 - President's office will pay for up to three nights of lodging, unless otherwise agreed.
- Arrange seminar and publicize through the usual channels.
 - Send seminar announcement to President, Provost, VP-Research, Director of International Programs Office, Dean and Associate Dean for Research, and John Leslie, in addition to normal circulation list.
- Arrange for radio interview (Fulbrighter and host) with Eric Atkinson (agguy@k-state.edu) in Communications and Agricultural Education.
- At least one week before the Fulbrighter's visit, contact Justine Nelson (jwallis@k-state.edu) in the Division of Communications and Marketing to arrange for a press release and for brief article in K-State Today.
 - Justine will send a copy of K-State Today article, seminar announcement, and radio interview file to the Australian-American Fulbright office for their records and potential posting on their web page.
 - Justine also would be happy to receive photographs of interactions with faculty, staff and students.
- Make appointments for the K-State host and the Fulbrighter to visit with President, Provost, VP-Research, Director of the International Programs Office, appropriate College administrators, and John Leslie, if they are available.
 - Make request for meeting as far in advance as possible, preferably before the remainder of the Fulbrighter's schedule is set.
 - Indicate that the guest is a Fulbrighter participating in the Oz-to-Oz program when making the request.
- Pay for expenses for guest from department funds. Provide Shelly Broccolo (avery@k-state.edu) in the President's office with a list of expenses (air fare, travel to/from airport, extensive local area/travel, hotel and per diem). She will arrange reimbursement of department funds from the President's office.
 - Do not pay an honorarium. The Fulbright office in Australia is our partner in these visits and will pay each Fulbrighter for participating in the Oz-to-Oz program upon their return to Australia.