



# UTAH COUNCIL FOR CITIZEN DIPLOMACY



## Professional Resource Guidelines

Thank you for volunteering as a **Professional Resource** with the **Utah Council for Citizen Diplomacy (UCCD)**. Since 1967 the Utah Council for Citizen Diplomacy has served as a nonprofit, nonpartisan private-sector partner with the U.S. Department of State's **International Visitor Leadership Program (IVLP)**. IVLP is a professional exchange program that seeks to build mutual understanding between the U.S. and other nations through carefully designed short-term visits to the U.S. for current and emerging foreign leaders.

The International Visitors travel to Utah as guests of our government and the Utah Council for Citizen Diplomacy arranges their local professional and cultural program. Each program itinerary is carefully designed to support the Visitors' individual professional interests as well as U.S. foreign policy objectives.

By volunteering your time, and sharing your knowledge and professional expertise, you have become part of the nationwide network of citizen diplomats who build important relationships through one-on-one contact with emerging leaders from around the world. Just as you have been identified as a leader in your field, so too have these International Visitors.

### About the International Visitor Leadership Program (IVLP)



The International Visitors Leadership Program (IVLP) is the U.S. Department of State's premier professional exchange program. Each year approximately 5,000 International Visitors are invited to the U.S. each year, about 500 of these Visitors will come to Utah during their exchange. These distinguished professionals have been selected by U.S. embassy staff abroad to participate in the International Visitor Leadership Program in order to exchange ideas with their U.S. counterparts.

During their three-week program, International Visitors travel to Washington D.C. and up to four additional cities that highlight American diversity. In each city, the group attends cultural events, spends time with average American families, and meets with their professional counterparts in a series of one-hour professional appointments. You can learn more about IVLP from the [U.S. Department of State Bureau of Educational and Cultural Affairs](#) or the [Utah Council for Citizen Diplomacy](#).

## Preparing for your Professional Meeting

### ➤ Information you will receive from UCCD

UCCD will provide you with the Visitors' professional biographies and program objectives; a CultureGram for the participating country/countries; and a copy of the group's complete local itinerary upon its completion.

- The **Biographies and Objectives** document will provide you with each Visitor's name, title, contact information and organization as well a short paragraph describing their professional interests and what they hope to achieve during the program. This document also outlines the national objectives for the project and lists local contacts at UCCD. Information contained in the Biographies and Objectives may be sensitive. Please do not distribute this document outside your organization.
- The **CultureGram** contains facts about the participating countries' people, economy and culture.
- The **Local Program** allows you to see your meeting in the context of the entire Salt Lake City program. This may be helpful in planning your discussion. Please also review this document to verify that the meeting location and topic listed are accurate.

### ➤ Suggested Meeting Format

To be respectful of your time, we try to schedule each professional appointment for one hour (90 minutes for large groups). In order to maximize the limited amount of time that you have available to spend with Visitors, please review the following suggestions:

- Meeting Agenda:
  - 10 – 15 minutes - Welcome and Introductions
  - 15 – 20 minutes - Presentation
  - Remaining time - Questions and Answers
- Before the Visitors arrive: Familiarize yourself with the biographic information provided to gain a sense of the professional responsibilities of your guests, as well as their main areas of interest.
- Upon arrival: In many other cultures, greetings and opening formalities are as important as the substantive discussion and set the tone for the meeting. Although your time is limited, don't skip the pleasantries. If you have provided UCCD with a biography, your guests will already be familiar with your area of expertise and professional responsibilities. However, please take a moment to refresh your guests' memories by briefly outlining your background.



- Once the Visitors are seated: The best meetings allow for spirited discussions and opportunities to share information. As leaders in their fields, your guests are eager to share their knowledge and experience as well as learn from you. Leave time for questions, ask some of your own, and consider who might be another good contact for your guests.
- After the Visitors leave: Please call or email your UCCD contact person to let us know how the meeting went. We welcome your photos and personal reflections of the meeting which we would love to share on our website.

### When Meeting with Non-English Speaking Visitors

#### ➤ Simultaneous Interpretation

While some of the International Visitors are fluent in English, many of the Visitors are not. If they are not fluent English speakers, they will be accompanied by U.S. Department of State Interpreters.



The interpreters will use electronic equipment to simultaneously interpret the meeting. It is not necessary to alter your presentation to accommodate interpretation. The only exception is when including videos; we suggest that you pause occasionally to allow the interpreters to catch up.

#### ➤ Consecutive Interpretation

If the International Visitors are not fluent in English, they will be accompanied by a U.S. Department of State Interpreter who may employ consecutive interpretation which means the interpreter speaks after the Visitor speaks.

The communication is divided into segments and the interpreter listens and takes notes as the speaker talks. When the speaker pauses or finishes speaking, the interpreter then renders the message to the audience. We suggest that you pause frequently in your remarks for interpretation.

### Hosted Luncheons or Receptions

If you have invited the Visitors to participate in a hosted luncheon or reception, UCCD will provide you with a list of any dietary restrictions for the group. However, we have found that a standard, buffet-style event often accommodates the majority of dietary preferences.



## Referring a Friend

UCCD is always on the lookout for exceptional professional resources in our community. Your diverse knowledge and experience is what makes our programs a success. If you know a friend or colleague, in any field, that may be interested in meeting with International Visitors we greatly appreciate your referral.

## Keeping in Touch

We encourage you to keep in touch and continue your dialogue with your guests. You will be provided with the Visitors' contact information prior to or during your meeting. Please also join UCCD's social media networks, including Twitter, Facebook and LinkedIn, where you can learn more about our programs and keep in touch with IVLP Alumni. [www.utahdiplomacy.org](http://www.utahdiplomacy.org)

Once again, the U.S. Government and UCCD appreciate your valuable contribution. Your interest, and that of other volunteer Citizen Diplomats, enables us to create valuable opportunities to build lasting and rewarding relationships between American professionals and their counterparts overseas. We trust the meeting will be mutually beneficial and lead to continued contact and collaboration. If you have any additional questions, concerns, or suggestions, please do not hesitate to contact UCCD.



For more information, contact Allison James-Garcia, Program Director, via email at: [agarcia@utahdiplomacy.org](mailto:agarcia@utahdiplomacy.org), or by phone at: (801) 832-3276.

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