****

***International Hosting Suggested Tips/FAQ’s***

1. Research the past and current political activity and cultural aspects of the visiting delegation and be aware of sensitivities.
2. Establish a Steering Committee (judge (federal, appellate, and trial), administrators, clerks prosecutors, attorneys, law professors) that have interests in participating with international visitors. Utilize the Steering Committee to assist with program development, speaker expertise and hosting educational and social events.
3. Create or establish a group (possibly two tiers of groups) with a variety of participants, for example a judge, a lawyer, a court professional with focused subject matter expertise, or another local dignitary (local elected official; local business person), related to the visitor interests. As needed these members can be called upon for their expertise. Often some local team participants have last minute conflicts, so it is helpful to have a variety of individuals on whom you can draw (expand or compress the agenda) when the day/week/event actually occurs. Block out extra time on your designated visit days, so you can be flexible on your time commitment.
4. Designate one person to be the key or primary coordinator for the visit and a backup is imperative. Phone numbers, email address and street addresses should be provided for all participating in the program.
5. Obtain a list of interest areas, and topics, from the visitors. A mixture of tours, round table discussions, site visits, observations of actual court events with a follow up meeting with the presiding judge, panel presentations, consider point/counter point style of panel and always include the visiting delegation’s perspective on the topic are of discussion. Information will be provided regarding the interests of the visiting delegation.
6. Prepare a detailed agenda that will be shared with all participants with the time, location, subject matter and presenters. Homestay families’ contact information and hotel information should be listed. Try to expose the delegates to more than just your own court. Successful programs allow group to experience federal, state & local, including the state Supreme Court, justice of the peace-level, etc., and tribal courts is applicable. A visit to a law school to speak with professor(s) or to attend a class on a subject matter that is relevant to the trip is also helpful. Be creative and create an agenda that has variety and can be flexible to include their desired things.
7. Do not expect to have the visitors only do one solitary event during their visit; work for options to give you last minute flexibility. Be prepared for last minute changes to the schedule or the need to create a new segment or eliminate a presenter. Be prepared for the schedule to not play out 'on schedule,' as often the visitors stay longer at their prior location, or site.
8. Prepare talking points document about your court/legal structure of your state and consider it as a document to assist a 'tour guide;' it can be a handout provided to the visitors or used for the local team/group who will be sharing/touring, etc. to speak from.
9. Prepare for any other handouts or materials to be given to the visitors. Determine if hard copy or electronic (e.g., on a CD or email) are most appropriate. Handouts may include organizational charts, annual or simple statistical reports, or documents illustrating the visitor's topic interest.
10. The coordinating body is responsible for securing a large van and a driver to transport the delegation from the airport upon arrival, transport them throughout the visit to locations beyond a reasonable walking distance and then return them to the airport. Under OW Programs and mandatory homestays, this becomes more challenging with visitors being housed in various locations. In those instances, volunteer homestay families are requested to transport our visitors to a central location each morning.
11. Depending upon the international program, visitors can be housed in hotels or mandatory homestays. For hotels, the Steering Committee should develop a list of available facilities that are local, comfortable, affordable that offer a full breakfast as typically international visitors expect this. For homestays, social activities, and logistics a listing of interested individuals in the legal community, Rotary, councils for international visitors, People to People and other local organizations can assist. It is helpful to find homes where the occupants have experience with foreign delegations and speak the native language of the delegation, however, this is not always possible.
12. Having a defined budget is important for the individuals responsible for hosting activities. This allows event participants who are responsible for hosting an activity what expenses are reimbursable, particularly if there are group meals at restaurants. Also, it is a best practice to have prearranged who will pay the restaurant tab to be reimbursed later.
13. Generally, some social event should be planned such as a reception at the Supreme Court, dinner at someone's house, museum or theater. Down time for the delegation is also appreciated as visitors appreciate some free time explore or simply to rest.
14. An evening of shopping should also be scheduled as delegations wish to purchase items to return to their countries.
15. Provide small item - trinket - with your court or agency logo or identifier to provide as gifts (these also can be provided by the prosecutors, police, jails, AOC's, etc.). Local postcards with business cards attached are ideal. Since foreign visitors often bring gifts, it is nice to be reciprocal, but avoid large, heavy, bulky or breakable items.
16. Arrange for photos to be taken of the visitors and to be shared with them after the fact. Preplan and consider sites that would be good backdrops for the picture such as a high-profile courtroom possibly wearing judges’ robes and the front courthouse steps. Presenting an album at the end of the stay always goes over well.
17. Arrange for some type of media release about the event to your local media and justice system newsletter. When it is published, it can be shared/sent to the visitors. Post information on applicable forums such as the court's Website and social media.
18. Consider preparing and distributing a glossary of terms or some listing of the common terminology that will be used by the local team/presenters. This will serve to assist the interpreters or those who may not be familiar with the local jargon.
19. If formal presentations will be given, provide copies of those presentations to the interpreter for ease of interpreting.
20. OW provides a certificate that should be given to the visitors in a formal setting to commemorate their visit. If the group is not from OW, consideration should be given to provide a certificate or document to be given to the visitors to commemorate their visit (e.g., certificate from the presiding judge).