**25/27Sep-5oct 2019**

**E-RC of Hawaii, Hilo, HI - Siberia & Far East Russia**

Local Rotary Host Coordinator’s Name: Steve Yoshida

Email address: steveyoshida@gmail.com

Dear Steve,

Greetings from Evanston!

2019 hosting year will mark 20th anniversary of Rotary’s participation in Open World (OW). The program has evolved throughout these years. We hope that you, other Rotarians and community members will find participation the Open World Program, enriching and rewarding. Thank you for your support of the program!

The delegation of six participants (5 delegates and 1 facilitator) from **Russia** will arrive to your community on **Friday, 27 September** and depart next **Saturday, Friday, 5 October 2019**. The hosting theme of the program is **Alternative Energy**.

Once we have delegate profiles, we’ll know each delegate’s interests and goals for the program. Delegates’ profiles will be available approximately 7-5 weeks before the group’s arrival to the U.S. (*30 Jul – 13 Aug 2019*).

We recommend that a host Rotary Club forms a team of Rotarians who will divide hosting tasks and be led by the Local Host Coordinator – that will be much easier for the host coordinator and the club to manage preparations for the program before, during and after the hosting week.

Please review the attached zip file with the **Open World Handbook for local hosts** **and corresponding attachments**.

* Review these materials very carefully, as soon as you can (it will take time to go through all of the materials, so please, do not prolong the review). We appreciate all of the time you will be volunteering to OW as a Rotarian. Though it may seem we provide a high amount of information, it is meant to be a resource that will enable you plan a successful and effective program, which fulfills all OW requirements and guides you through the programming preparations process.

**A few items to highlight:**

* Please use OW forms and follow the formats for the programming materials (*program agenda and host family forms*). Please, complete and send them all via email in a Word format to RI staff by the deadline.
* Program Agenda and Host Family Forms are due on 27 August.
* Please see if a **Congressional meeting** either in DC, Thursday, 26 September, or during the hosting week at your Congressman/woman’s local office would be possible to schedule.
* We’d need host families for 7 visitors: 6 OW participants (5 delegates and facilitator) and professional interpreter.
  + Professional interpreters work only during business hours Mo-Fri. Their work during evening hours would add significant cost to the program. The delegation’s facilitator will do informal interpretation during weekends, lunches and evenings.

Delegates would be interested in general aspects of the hosting theme, but also they would be interested to learn about Rotary as a global volunteer-based organization and, as a local Rotary Club. Please include a session about Rotary in the program and take the delegation to local Rotary clubs’ meetings.

Also please include delegation’s presentation during the program. Rotary hosts usually include the presentation at a Rotary club meeting.

Please **use OW forms and follow the formats for all programming materials** (*program agenda, host family forms and host narrative*). Please, complete and send them all via email in a Word format to RI staff.

Note that the Cost Share form is an Excel file but still must be submitted via email. The Expense Report package must be submitted via post, as it must include original invoices, receipts, and a signed Expense Report form.

**Program materials that are due *before* the Open World delegation arrives in the US:**

|  |  |
| --- | --- |
| **Completed document** | **Due Date** |
| 1) Professional Interpreter | OW will make arrangements with a professional interpreter directly. Most likely the interpreter would need a host family to stay with.  Please see if an additional host family can be available. If not, please let me know. |
| 2) Draft Agenda and  Host Family Forms | 27 August 2019  Please use OW Agenda template *(note: it can’t exceed the 2,500-word limit, no pictures or word art should be put in the agenda)* and Host Family Forms *(Word format) and send it to RI via email* |
| 3) Updated/Final Agenda | 10 September 2019  Please mark (highlighting or using ‘tracking changes’) any changes you make to the draft Agenda *(OW Agenda template (Word format) and send it to RI via email)* |

**Materials that are due *after* your local program is over**

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| --- | --- |
| **Materials** | **Due Date** 28 October 2019 |
| 1. Final Agenda 2. Host Narrative 3. articles, Digital photos and other final report materials 4. Cost Share Form 5. Expense Reimbursement Request Form/Report | Use OW Agenda and Host Narrative templates (Word format) and email the complete document to RI.  It is better to send digital photos on a CD via post in original size *(compressed pictures can’t be used for RI publications)*  Use OW Cost Share form (Excel file) email to RI  Complete the form, include original receipts/invoices and either scan and email or send via post. Please see RI OW Financial Guidelines & Instructions for details. |

**Attachments**

* OW 2019 Handbook for Local Hosts and zip file with corresponding attachments
* Financial Guidelines & How to Apply for Reimbursement Instructions
* RI OW Expense Reimbursement Request/Report Form
* Open World Cost Share Form (for your convenience the form already has numbers for hotel & per diem in your location)

Should you have any questions or concerns after reviewing these materials, please feel free to contact me at your convenience.

Best Rotary Regards,

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