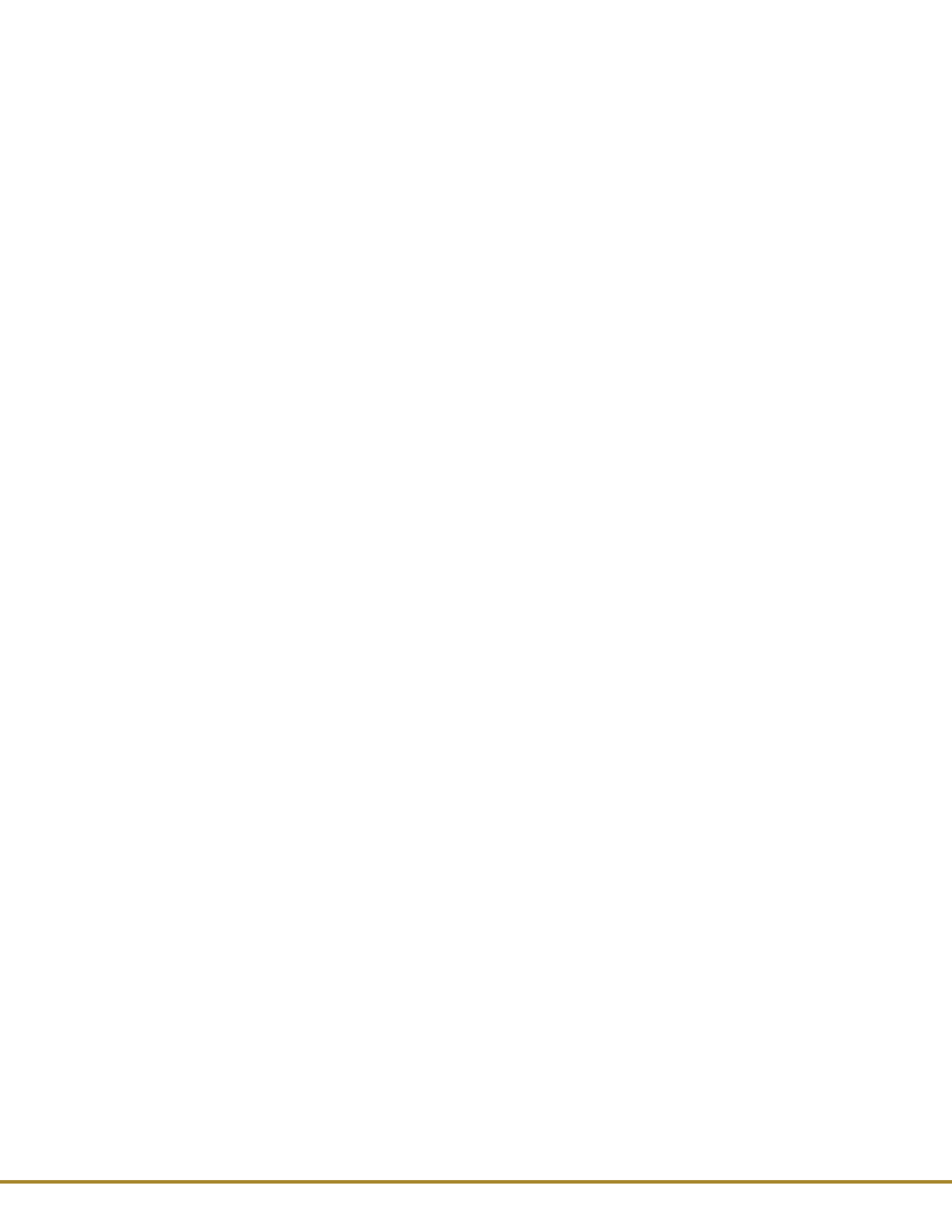




# SAR SPEAKER SERIES HANDBOOK

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# SCHOLARS AT RISK

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## NETWORK

### About Scholars at Risk

Around the world today, scholars are attacked because of their words, their ideas and their place in society. Those seeking power and control work to limit access to information and new ideas by targeting scholars, restricting academic freedom and repressing research, publication, teaching and learning. The Scholars at Risk Network responds to these attacks.

**Scholars at Risk** (SAR) is an international network of higher education institutions, associations and individuals acting together to protect threatened scholars, promote academic freedom, and defend everyone's right to think, question and share ideas freely and safely. Scholars at Risk members save lives by providing sanctuary to professors, lecturers, researchers and other intellectuals who suffer threats in their home country. Through temporary academic positions, SAR members help scholars to escape dangerous conditions and to continue their important work. In return, scholars contribute to their host campuses through teaching, research, lectures and other activities. Many scholars return to their home countries after their visit. When safe return is not possible, SAR works with scholars to identify opportunities to continue their work abroad. The benefits are clear: scholars are free to live and work without fear. SAR members gain talented academics and inspiring, courageous educators. The world benefits from solidarity among higher education institutions, greater awareness of current threats to academic freedom, and deeper appreciation of the vital role of higher education and scholarship in free societies. Scholars at Risk also educates the public about attacks on scholars and higher education communities through the SAR website, email bulletins, publications and events. The SAR Speaker Series brings threatened scholars to member campuses to engage directly with students, faculty, alumni and the community. SAR also advocates on behalf of imprisoned scholars and undertakes research aimed at promoting understanding and respect for academic freedom and related values.

Higher education institutions, associations and other like-minded organizations in any country are encouraged to contact Scholars at Risk to inquire about joining the network.

Scholars at Risk depends on the generous financial support of friends inside and outside higher education communities to sustain our work. Gifts of any size are gratefully appreciated, including gifts in honor or memory of others, matching gifts and legacies.

Learn more, get involved, or make a gift at [www.scholarsatrisk.org](http://www.scholarsatrisk.org).



## Introduction

This handbook is primarily for higher education institutions in the Scholars at Risk Network (SAR), collecting in one place practical information and resources based on prior experiences of network members, assisted scholars, and the SAR office. In preparing this handbook, we recognize that every visit arrangement between a scholar and an institution—whether for a short speaking engagement or a long-term academic visit—presents unique questions. Nevertheless, there are certain common situations and practices that lend themselves to advance cataloging and discussion. We do that here. Addressing these early and in an organized fashion should facilitate a positive experience for the visiting scholar and institution alike.

In the pages that follow you will find information about Scholars at Risk, what to expect as a scholar or host institution, and a guide for each phase of the hosting process. Appendices include examples of

Scholars at Risk informational materials; templates and sample letters and announcements; forms and other relevant information. Some details and resources may be more useful to institutions and scholars in the United States, reflecting the bulk of the network's experience in its early years. More recent experience includes a much broader range of host countries, and we expect future editions of this handbook to include more detailed information on other countries. Still, the general discussion of the hosting process, various challenges that may arise, best practices for dealing with situations, and model resources should be useful for any institution, regardless of location. SAR office staff are available to clarify any information in the handbook or to assist with any questions not addressed inside.

Finally, as this handbook is based on the prior experiences of participating institutions and assisted scholars, Scholars at Risk invites institutions and individuals

to share any information which might be useful to include in future editions.

### ***Why a handbook?***

In most cases hosting visits by at-risk scholars is not very different from hosting other international visitors, especially for shorter visits. At the same time, the fact that SAR scholars have experienced threats at home—or may fear threats in the future—may raise a number of additional considerations. Recognizing these considerations when planning a visit can help to ensure a more positive experience. Such considerations may include:

- The uncertainties of flight, exile, visa restrictions, asylum processes, work authorization, etc., especially when family are present or left behind.
- Financial challenges are common but not insurmountable. Scholars who have endured years of harassment (including possible legal fees or loss of income) or made hasty departures, frequently do not have much, if any, savings. If they do, it is usually not available once they leave their home country or would be severely devalued by conversion, making it difficult for scholars to pay in advance for travel, hotels, etc. and receive payment or reimbursement at a later date.
- Sensitivity to the trauma of forced relocation and past experiences is essential. Most scholars are able to resume their work relatively easily. Some invariably will benefit from supportive encounters with other refugees or counseling professionals.

Scholars may have personal security concerns, either for themselves upon their hoped-for return to their home country or for family members or colleagues left behind.

- Some scholars will face a painful, personal decision concerning their long-term plans. Should they accept refugee status or live with the uncertainty of exile, holding on to hopes that change is coming at home, that safe return will be possible soon, if not this year then next? Family issues play a large part in these questions—even scholars who are single adults generally leave extended family behind. Married scholars frequently are forced to leave spouses and children, at least for an initial period while they reestablish themselves.

These issues may not arise in each visit, but they are important to keep in mind. This handbook offers suggestions for addressing these unique considerations of at-risk scholars, along with suggestions for addressing the normal challenges associated with hosting any international visitor.

### ***Why are scholars threatened?***

Scholars at Risk has worked with many hundreds of scholars worldwide who have suffered a wide variety of academic freedom and human rights violations. Based on these real examples, we see three general reasons why scholars are threatened.

**Scholars are threatened because the content of their work,** research or

teaching is perceived as threatening by authorities or other groups. Academia by nature requires the development of ideas, exchange of information and expression of new opinions. Where such ideas, information and opinions are considered threatening, individual scholars are particularly vulnerable.

**Scholars are also threatened because of their status.** Because of their education, frequent travel and professional standing, scholars are often prominent members of their community. This is especially true where a scholar is a member of a political, ethnic or religious minority, for female scholars and for scholars in developing countries where opportunities for advanced education are limited. In these circumstances, an attack on an individual scholar may be a highly visible, efficient means for intimidating and silencing an entire community of people.

**Scholars are threatened because of their exercise of fundamental human rights** belonging to all persons, especially freedom of expression. Academic freedom involves the right of scholars to carry out research and to disseminate and publish the results thereof, to express freely their opinion about the institution or system in which they work, to be free from institutional censorship, and to participate in professional or representative academic bodies. When authorities excessively restrict research, travel and other means of collaboration, scholars may be unable to advance their work. As a result scholars may call for greater openness and transparency in society generally, an action that can strengthen an authority's

resolve to restrict scholarship and target individual scholars for persecution.

In addition, threats against scholars may be compounded during situations of internal armed conflict and civil or international wars, where masses of persons may be threatened with random violence and where the breakdown of law and public order may facilitate increased levels of targeted attacks against scholars and other specific classes of persons.

### ***Who threatens scholars?***

There is a tendency to assume that attacks on scholars are committed by a repressive state power—a dictator or junta. Sometimes that perception is correct. But the defense of academic freedom requires a more studied model. In some places the repressive agent is only one branch or wing of a government, like the military, the secret police, a political party or sub-national authority. At other times it may be a non-government agent, including militants and paramilitaries. (Indeed, in some places scholars have come under attack from *both* the left, in the form of left-wing armed guerilla movements, *and* the right, in the form of armed paramilitary death squads.) These also include religious authorities, criminal organizations or even otherwise legal commercial enterprises.

### ***What types of threats?***

While any given scholar may suffer one or more types of incidents, frequently scholars experience incidents which escalate in intensity, leaving a scholar vulnerable to more serious, more violent attacks. For example a scholar may

initially suffer some form of harassment, including perhaps warnings and surveillance. This may escalate to denial of accesses or permissions, confiscation of notes and computers files, professional or personal slander or defamation, or even physical or sexual intimidation. The scholar's colleagues may be warned to avoid the scholar, or may do so themselves, so as to avoid a similar fate. This leaves the scholar increasingly vulnerable to more serious pressures, including arbitrary dismissal, exile, arrest on false charges, detention with or without trial, imprisonment, even torture, disappearance and death.

Also worth noting are the types of wider attacks suffered by higher education communities as a whole. These include ideological pressure and censorship (including imposition of approved national ideology, book burning and ideological revisionism), closing of schools and universities, suppression of strikes or protests, restrictions on travel and exchange of information, discriminatory restrictions on academic resources including discrimination against women, indigenous peoples, and cultural or ethnic minorities.

## What is the SAR Speaker Series?

The Scholars at Risk Speaker Series educates campus communities and the public about threats to academic freedom and attacks on scholars. The series provides an opportunity for higher education institutions to invite at-risk

## Why a network?

Scholars at Risk is an international network of higher education institutions, associations and individuals. The network's breadth makes it easier to identify scholars most in need of assistance and provides maximum flexibility in finding support for them, including temporary hosting arrangements. Furthermore, the network facilitates the exchange of ideas and best practices among member institutions, making hosting more effective and less costly than isolated, *ad hoc* efforts. This maximizes the resources available for threatened scholars and therefore increases the number of scholars who can be helped.

Beyond direct assistance for individual scholars, the network strengthens solidarity within the global higher education community in support of academic freedom and related values. Attacks on these values are a global problem, too numerous and widespread for any single institution or individual to address alone. A collective response is needed. The Scholars at Risk Network provides that response.

scholars to campus for short visits to share their powerful stories in a personal, meaningful way. During SAR Speaker Series events, which are generally open to the public, SAR scholars may share insights on academic freedom based on

their unique experiences, or may discuss their academic work and how being under threat has impacted it. By participating in the SAR Speaker Series, SAR scholars have a chance to share their stories and make new professional contacts. Higher education institutions hosting events have a chance to expose their faculty and students to these scholars' extraordinary examples of commitment to academic inquiry and integrity, while highlighting their institution's support Scholars at Risk and its efforts to defend academic freedom worldwide. Often SAR Speaker Series events open space for dialogue between

administrators, professors, students and the public about contemporary issues affecting higher education. By approaching these through the experience of individuals who have had the courage to stand up to intellectual repression, participants gain insights into the issues and a deeper appreciation of vital role scholars and higher education institutions can and should play in society. Past event hosts have shared that the SAR Speaker Series has increased awareness of academic freedom issues on their campuses, and inspired action in defense of academic freedom both at home and abroad.

## Hosting an event

When you invite a SAR scholar to speak, you shape the event in whatever way best suits your campus community. If a SAR scholar is already living or visiting near your institution, a single event of only a few hours may be arranged. If travel is required, often a SAR scholar will participate in a handful of events over a one, two or three day visit, speaking with different sectors of the campus community. This may include guest lecturing in classes, meeting with student groups, meeting with faculty associations or departments, and speaking at formal and informal public events. To help you decide how to host an event that best suits your campus, consider the following types and examples of past events.

### **Types of events**

**Public lectures:** Generally these are given to larger audiences in a classroom,

auditorium or other large meeting space. They are most often open to the entire campus community and the public. Because of the size and nature of these events, host institutions may find it advantageous to hold a small reception or dinner following the lecture in order to provide campus officials and organizers the opportunity to speak with the scholar in a more intimate setting. (This may also provide an opportunity to introduce the scholar to important constituents or to cultivate prospective donors who might support future Scholars at Risk-related activities on campus.)

**Classroom visits:** These create the opportunity for students and scholars to interact on a personal level, depending on class size. Professors may want to discuss the class syllabus with the scholar prior to the visit in order to enhance lesson plans

and maximize the educational component of the visit. For example, scholars may be able to suggest readings or prepare slide or video presentations about their work or the conditions in their home country for discussion with students during the class.

**Roundtable discussions:** Generally private and often invitation-only, roundtable discussions can facilitate intimate communication and promote deeper intellectual discussions than can be achieved in large, public events. Small discussion groups give each participant the time and opportunity to explore the scholar's views and their own. Participants may include SAR scholars, professors, graduate students and others interested in the scholar's field, home country or a specified topic of discussion.

**Panel discussions:** These generally involved two to four individuals discussing a particular country, academic freedom issue or academic topic, usually with a faculty or student moderator.

Multiple SAR scholars may be invited to participate on the same panel, or local co-panelists may be invited including faculty, students or experts from outside the campus. Often participants will discuss the plan for the panel in advance by phone or email, or the moderator may communicate expectations for the panel in advance to each participant individually. At the event, the moderator may present prepared questions to panelists, and often facilitates questions from the audience.

**Meal discussions:** Breakfast talks at faculty meetings, lunchtime "brown-bags" with students and informal conversations

with small groups over coffee or meals are all excellent ways to enhance a visit and to give more members of the campus community a chance to connect with the scholar. They can be held anywhere, including faculty or student lounges, dining or residence halls or other communal spaces. These casual talks may or may not include a formal presentation, generally of only a few minutes, followed by questions and open discussion. Depending on the local practice, organizers may provide food or snacks before or during the discussion, or participants may bring or purchase their own.

**Workshops:** These generally consist of a series of meetings or seminars, usually with a small number of participants, framed around a common interest area, topic or goal. Workshops generally emphasize exchange of information, dialogue and critique. A regular workshop group may host a series of visitors over the course of a year or semester. Visitors often prepare a paper in advance, which is then presented and discussed on the day of the workshop. An SAR scholar might be invited to participate in a workshop as a one-time visitor or, if timing and locations permit, as a regular participant or co-convenor of a workshop group related to their expertise or personal experience.

**Educational tours:** Inviting a SAR scholar to lead a group of students or professors through a local museum, event, or exhibit relevant to scholar's expertise can be an informal, engaging way to educate and involve the campus community.

### **Examples of past events**

**Meal discussion:** The Latin American Studies Department at University of North Carolina – Chapel Hill and the Human Rights Committee of the Campus Y, a student group, invited an SAR scholar from Colombia to give a lunchtime talk. It was held in the campus student center.

The speaker, a human rights activist and research scholar, provided background

<b>Event type:</b>	Meal discussion
<b>Organizer(s):</b>	Student group or department
<b># scholars:</b>	1
<b># participants:</b>	~ 50
<b>Duration:</b>	½ day
<b>Costs:</b>	Lunch and drinks; reimbursement for local travel

on current political issues in Colombia and shared her thoughts on conflict resolution strategies and the role of the international community. A Q&A session with students and faculty followed the scholar’s talk. Organized in part by the Scholars at Risk committee at UNC, the event attracted an audience interested in human rights and Latin America and gave students the chance to ask questions and interact directly with the scholar.

**Panel discussion:** Centennial College, the first community college in Canada to join the Scholars at Risk Network, organized a panel discussion to mark the launch of the college’s new Institute for Global Citizenship and Equity. The Institute is designed to initiate and support research on global citizenship and social justice. Centennial invited two SAR scholars, the first a professor of archaeology from the Occupied Palestinian Territories visiting at the University of Toronto. He spoke about

the cultural legacy of the ancient Middle East. The second SAR scholar, a professor of biology from Iraq, spoke about women's and children's rights in her country. Senior staff of the Institute moderated the discussion. Students, faculty and the public had the opportunity to ask questions and meet the scholars informally at the end.

<b>Event type:</b>	Panel discussion
<b>Organizer(s):</b>	Administration
<b># scholars:</b>	2 + 1 SAR staff
<b># participants:</b>	~ 50
<b>Duration:</b>	1 day
<b>Costs:</b>	Reimbursement for local travel (x2 scholars); honoraria

**Panel discussion:** The Society for Chinese Law at Columbia Law School hosted a mid-day panel on the 2008 Beijing Olympics. They invited an SAR scholar and professor of human rights law from China who suffered imprisonment and censorship for his involvement with the democratic reform movement. The event featured this scholar in conversation with a Columbia professor of political science. The speakers discussed the response of Western leaders to the hosting of the Olympics in China, and

<b>Event type:</b>	Panel discussion
<b>Organizer(s):</b>	Student group
<b># scholars:</b>	1 + discussants
<b># participants:</b>	~ 20
<b>Duration:</b>	½ day
<b>Costs:</b>	Reimbursement for local travel

wider questions about efforts to persuade the Chinese government to change its position on various human rights issues. Students had an opportunity to ask questions and join in the discussion. After the event, the SAR scholar was invited to share his views at another event on China, also organized by students.

**Public lecture and classroom visits:** The Honors Program at Embry Riddle Aeronautical University invited an SAR scholar and law professor from Rwanda to give a formal, public lecture as part of their Distinguished Guest Lecture Series. The theme of the lecture was human rights in post-conflict societies. The scholar drew on his experiences as a refugee fleeing violence and repression in post-genocide Rwanda. He emphasized the challenges that post-conflict and post-dictatorship societies face in dealing with the past while pressing forward to establish societies based in democracy and law. The lecture drew a large audience and a standing ovation for the scholar. An extended question and answer session followed with students, professors and members of the public having the opportunity to participate. While on campus, the scholar also visited Honors Program classes, where he shared with students his first-hand experiences in Rwanda.

<b>Event type:</b>	Public lecture; classroom visits
<b>Organizer(s):</b>	Administration
<b># scholars:</b>	1
<b># participants:</b>	~ 100 (lecture); ~30 (classroom visits)
<b>Duration:</b>	2 days
<b>Costs:</b>	Accommodation and meals; travel reimbursement; honorarium for scholar; campus advertising

**Roundtable discussion and meal discussions:** NYU's Wagner School for Public Service organized a roundtable discussion on intellectual courage. It featured SAR scholars from China, Georgia, Pakistan and the Democratic Republic of Congo engaging with

students on a wide range of issues. All of the scholars had suffered serious academic repression in their home countries, including in some cases physical abuse or imprisonment. They spoke from these experiences about the dangers of political censorship and the importance of academic freedom as a guarantor of wider freedoms in the modern world. Reflecting their public service interests, students engaged with the scholars on questions of responding to repression, including discussing the role of nongovernmental organizations (NGOs) and international human rights groups. After the roundtable SAR scholars and students met informally over coffee, discussing current issues of concern on campus, such as Darfur and Tibet, and lessons the scholars might offer for students active in those areas. The roundtable was profiled in the Wagner School's newsletter, extending its reach beyond attendees to all administrators, faculty, students and alumni.

<b>Event type:</b>	Roundtable discussion
<b>Organizer(s):</b>	Department
<b># scholars:</b>	4 + 1 SAR staff
<b># participants:</b>	~12
<b>Duration:</b>	1/2 day
<b>Costs:</b>	Local travel for 4 scholars; lunch

**Multiple-event tour:** The Norwegian Students' and Academics' International Assistance Fund (SAIH) partnered with Scholars at Risk in organizing a week-long campaign to raise awareness about Scholars at Risk in Norway. Events were held at four campuses in three different cities: Oslo, Bergen and Trondheim. An SAR staff member and SAR scholar from Rwanda participated, along with faculty and staff from each of the host Norwegian universities—the University of Oslo, Oslo

University College, the Norwegian University of Science and Technology (NTNU) and University of Bergen. A dozen events were held including formal public lectures, classroom visits, roundtable discussions, meetings with local chapters of SAIH, interviews, department meetings and several informal meal discussions. SAIH preceded the events with an advertising and outreach campaign, aimed at encouraging Norwegian students to urge their institutions to join Scholars at Risk. The campaign featured printed materials, t-shirts and public awareness activities, such as staffing tables in dining halls and sending postcards highlighting academic freedom issues to their membership and campus communities. These had great results, as each event featuring the SAR scholar drew large crowds. Students had the chance to engage directly with SAR staff and the scholar, both about condi-

tions in Rwanda and about academic freedom more generally. Media outlets met with the SAR scholar to discuss the events and to learn more about his personal experiences and about Scholars at Risk.

<b>Event type:</b>	Multiple
<b>Organizer(s):</b>	Student union & SAR office
<b># scholars:</b>	1 + 1 SAR staff
<b># persons:</b>	>500
<b>Duration:</b>	4 days
<b>Costs:</b>	Accommodation, travel and meals for SAR scholar & staff; advertising

Following the tour, Scholars at Risk worked with SAIH to invite more Norwegian higher education institutions to get involved, leading eventually to more than 15 institutions joining and formally launching the Scholars at Risk-Norway Section in 2011.

## Identifying a SAR speaker

The Scholars at Risk office compiles a list of current and former SAR scholars who are available to participate in SAR Speaker Series events. (Please see Appendix 1 for a sample Speaker Series list.) The list provides short summaries on each scholar, including country of origin, area of expertise and possible speaking topics. Most speakers are listed by name, but due to confidentiality concerns, some are listed anonymously or identified only by country of origin. Those with confidentiality concerns are still able and willing to participate in events but may

require additional arrangements to guard their identity. The SAR office can offer advice and assistance in these cases.

SAR staff circulate the list to members twice each year. Network members may also access the list at any time by logging on to the SAR website at [www.scholarsatrisk.org](http://www.scholarsatrisk.org) (look for “LOGIN” in the upper right corner and enter your SAR member ID and password). If you have difficulty logging in, or if you are not a member but are interested in inviting an SAR scholar to speak,

you may request the list from the Network office.

When determining which scholar or scholars to invite to campus, institutions should consider the scholar's professional expertise, home country and current location. Also consider the type of event or events you might like to hold, and the anticipated audiences. Scholars at Risk staff can offer advice and assistance to you throughout the planning and selection process, including advice on which scholars on the list might be most suitable for your intended event.

When you have identified a candidate you would like to invite, communicate your choice to the Scholars at Risk office, along with basic details about any planned events. Scholars at Risk staff will then communicate with the scholar or scholars to confirm their interest and availability for any dates proposed. Once the scholar or scholars confirm their availability, Scholars at Risk staff will introduce them to the designated contact at the institution to make final arrangements directly, although SAR staff are happy to continue to assist planning the event if helpful.

## Extending an invitation

Once the scholar and institution are in contact, they should discuss and decide upon the terms of the invitation. These should include:

- date(s) of visit
- the type of event or events to be held
- the expectations of the scholar at the event or events (including any requests for materials or presentations to be prepared in advance)
- costs to be covered by the host (including honorarium, where appropriate)
- travel arrangements
- the expectations regarding any advertising or media requests (including discussing with the scholar any confidentiality or security concerns)
- a proposed schedule for the visit and any activities
- and any other details or expectations

These details should be discussed and agreed upon, then confirmed in writing by email or in a formal invitation letter before travel arrangements other financial commitments are made by the scholar or institution. (Please see Appendix 3 for a template and Appendix 4 for an example.)

## Preparing for the scholar's visit

The preparation required for a visit will vary depending on factors such as its duration, the events planned, the location of the institution and the scholar's starting location. Use the checklist provided in Appendix 2 to ensure that all major items have been addressed in advance. This will help avoid delays or confusion on the day of the event(s).

### Budget

In general SAR Speaker Series events are an easy, low-cost way to be involved in Scholars at Risk's work and to expose the campus community to courageous, inspiring individuals committed to academic inquiry and integrity. The costs of organizing a visit will depend on the type, number and duration of events planned. Budget items might include:

- long-distance travel
- local travel
- accommodations
- meals for visitors
- food or drinks during any receptions or events
- venue, technology or other event costs
- mileage or other reimbursement for anyone meeting the scholar(s) at an airport or other location distant from the campus
- advertising, copying or printing programs and posters
- an honorarium

Sources of funding for SAR Speaker Series events vary. Some institutions set up a special budget for Scholars at Risk-related

activities. Others may fund an event within an existing visitor program or lecture series. Depending on the scholar's expertise or country of origin, various schools, departments, centers or regional studies program may contribute full or partial support. Student organizers may solicit funds from group members, from student government or activities fees, or from administrators. Senior leadership may be able to contribute from a special program budget (such as funds for diversity, internationalization or campus-community engagement) or contingency fund. In-kind contributions can also be used to offset costs of an event, for example use of an apartment for a visiting SAR scholar for the few days of the visit or a complimentary meal plan in a campus dining facility.

SAR Speaker Series events can generally be organized at any budget-level. If funds are limited, organizers might prioritize shorter events with locally-based scholars, thereby eliminating the costs of long-distance travel, accommodations and most meals. Another way to reduce costs is to coordinate planning with multiple departments or schools within the institution, or with one or more neighboring institutions. The scholar(s) could participate in events at each institution, and the costs of bringing a scholar to the area can be shared.

While not possible for every visit, especially local visits lasting only a few hours, honoraria for SAR scholars invited to campus are always appreciated. In

general, Scholars at Risk recommends offering honoraria at levels comparable to other invited speakers on campus. Honoraria are important demonstrations of the organizers' appreciation for the scholar's time and effort in preparing for the visit. Moreover, most current and former SAR scholars continue to suffer from the interruption to their career trajectory caused by the threats or attacks they suffered in their home countries, including loss of income and long-term benefits or pensions. Fellowships and stipends received while visitors to SAR-member institutions provide temporary support, but these only go so far. Honoraria for speaking events are an important source of supplementary income for many SAR scholars. Event organizers may contact the SAR office to discuss what a suitable arrangement might be in a particular case.

### ***Travel***

Where travel is required, it is generally preferable for the institution to book any flight or train tickets directly, after confirming the itinerary with the scholar. That way the scholar will not have to advance travel costs out of limited personal funds and wait for reimbursement, which can often take many weeks. (Booking directly by the institution may also save paperwork and administrative time required to process reimbursement.) Unless the cost difference is prohibitive, Scholars at Risk strongly recommends booking direct flights for scholars to avoid risks of delay or other complications en route. However, this may be difficult depending on the institution and the scholar's original location. Final travel itineraries,

tickets and receipts should be sent to the scholar for travel and for the scholar to keep in his or her records.

### ***Accommodations***

Where overnight travel is required, a scholar will need accommodations. It is usually most convenient for the scholar to stay on campus. The majority of activities planned during the visit will be on campus, and this will allow the scholar to rest or work between appointments. Options might include an on-campus guesthouse or hotel, or use of an apartment or dormitory room reserved for visitors. (If the scholar is housed in a dormitory, ensure that he or she will have adequate security, privacy and relief from late-night noise or other activities which might disrupt the visit. Dormitory monitors may help in ensuring suitable conditions.)

If housing a scholar off-campus, make arrangements for accommodations as close as possible. This will reduce travel time and increase the availability of the scholar to faculty, students and others. Local hotels, inns and bed and breakfasts can be very nice, but carefully consider all relevant factors before choosing, including not only the distance to and from events but transportation options and access to local services such as restaurants or shops. Inspect the rooms personally before the scholar arrives, checking for any mobility hazards (such as excessive stairs), noise issues or other potential disruptions. Minimum necessities include air conditioning or heat (depending on the season), a comfortable bed, a good reading light, internet access, a desk, a telephone, access to newspapers, and a private bathroom. If the scholar is staying off

campus, arrange for a car, taxi or organizer to bring the scholar to and from campus as needed. Provide the scholar with a list of contact information for people, taxis or car services available to help him or her move between the accommodations, the campus and local services.

### ***Information exchange***

Once the invitation has been accepted and travel arrangements have begun, the institution and scholar should exchange whatever other information may be needed to prepare for the visit. For example, the institution may want to request from the scholar:

- a short biographical statement and photograph (subject to any security or confidentiality issues) for use in introductions and advertising the event(s)
- a title and description of any formal talks or lectures planned
- copies of any materials the scholar or organizers might want to circulate
- any audio-visual or technology requests for the scholar's presentation (such as internet access, a laptop computer, audio or video/PowerPoint projector on site)
- contact information for the scholar while traveling
- any other requests

The institution may also want to compile and share with the scholar:

- a campus map
- information on any accommodations, if relevant

- information about the institution and its student and community profiles (for tailoring talks and presentations to local interests, where appropriate)
- information about campus or area highlights to see during the visit, time permitting
- a schedule of other events and lectures that the scholar might be interested in attending while visiting, again, time permitting
- information on transportation to and from the campus
- instructions for accessing email or internet on campus (including a guest login, if necessary)
- contact information for the organizers of the event, including persons to contact in the event of delays or emergencies (flight delays, accidents, etc.)

### ***Visa authorization (if required)***

If the scholar(s) will be visiting from another country, the institution may need to help in arranging for a visa. A formal letter of invitation containing all the relevant details—location, duration of the visit, purpose of the visit, financial arrangements—may be sufficient for the scholar to seek a tourist or general business visa on his or her own. Alternatively, an institution may need to complete paperwork to apply for the visa on behalf of the scholar. In this case, the scholar will need to provide the organizers with a copy of the photo page and relevant visa page of her or his passport, and possibly other documents (such as a CV). In either case, begin the process as early as possible, and remember to build into any visa letter or application additional days before and

after the event to allow adjustment of travel plans if anything unexpected happens.

Even if the scholar(s) will be visiting from within the same country, visa authorization may be required. Check with your institution's International Office or other responsible officer. For example, scholars in the United States on a J visa who will be receiving payment for the visit will need to provide the organizers with a letter of permission from the J visa sponsoring institution (usually the institution the scholar is currently living and working at), along with a copy of her or his I-94 (a United States immigration entry form), a copy of the photo page and relevant visa page of her or his passport, and possibly other documents. Organizers should consult the International Office or other responsible officer at the institution about these requirements. If necessary, include a meeting with the International Office in the scholar's itinerary during the visit to obtain any necessary signatures or documentation.

### ***Scheduling the event(s)***

When scheduling an event, try to avoid conflicting with standard class schedules, activities and other special events. Choose a venue that is just a bit smaller than the turnout you expect, rather than a larger. As a speaker, it is better to address a full room with an audience close to you than a sparsely filled space with people spread out. Check lighting and audio equipment to make sure everyone will be able to see and hear the scholar. If the scholar will use technology during the event, ask for

copies of any files in advance, so they can be loaded and tested.

### ***Publicity and confidentiality***

Before publicizing the scholar's visit or any events, ask the scholar about any security or confidentiality concerns. Most of the scholars on the SAR Speaker Series list will be willing to speak openly to the media and do not have any specific security concerns once outside of their home country. Some however may have heightened security concerns stemming from the risks experienced in their home country. Some worry about retaliation against family or colleagues left behind, others worry about surveillance (usually of emails, but sometimes of events or lectures) or other intimidation or harassment even while they are away from home. They may therefore ask that any media story or event announcement be anonymous or that a pseudonym is used. But because scholars are often identifiable from the content of their work, even using a pseudonym or making a story anonymous may not be enough to ensure the scholar's confidentiality. A general rule in such cases is to limit as much as possible identifying or corroborating information that appears in any story, such as the scholar's name, image, titles of books or papers, specific discipline (vs. department), specific country (vs. region), and dates of arrival and expected departure. Always discuss with the scholar before any publicity using his or her name, image or other identifying information online, on posters, on event programs or in media stories. Before the scholar's visit, it is advisable to also discuss possible faculty, administration, media, students or other contacts to whom the scholar may be

introduced during the visit, since the scholar may wish to express preferences for these introductions.

After discussing publicity with the scholar, contact your campus media, public affairs or public relations office. Prepare for them a schedule, approved bio (redacted as necessary) and photograph (if agreed, preferably high resolution) of the scholar. Ask for help in suggesting the most effective publicity campaign. Ask if they would provide a photographer to take photos of the scholar during the event(s). A photography student, faculty or staff member could also take photographs.

Draft a press release announcing the scholar's visit. Send the press release to local and campus media outlets and to the SAR Network office. SAR staff will post the press release on the SAR website. (Please see Appendix 5 for a template and Appendix 6 for an example.) Whenever possible, provide the scholar's schedule, picture and biographical information to editors of campus and local newspapers in time to meet their deadlines. Offer to arrange a private interview with the scholar. If the institution has a campus radio station or if there is a local public radio station, package the information about the scholar in brief form. Again, offer to arrange an interview by phone or in their studios.

In addition to a press release, draft a poster, flyer, emails, banners or other announcements of the scholar's visit. Use these to boost turnout and make it easy to find events by including the building name, room number and map or diagram highlighting the location. Deliver and

post copies of posters and flyers to relevant departments, centers, student clubs and groups, residence halls (and resident assistants), and public bulletin boards, and announce the event on online calendars and email lists and through campus media outlets. If schools, departments, faculties or student clubs have email listservs, send the event schedule (or PDF of a poster) over these listservs.

Hang banners in conspicuous places (such as the dining hall or student center, for example) and have several large posters with complete schedules displayed in classroom buildings.

In order to encourage student participation, ask faculty members in related disciplines to announce the event in their classes, to build a class discussion around the event, or to include attendance at the event in any extra credit opportunities. Whenever practical, personal invitations asking for participation (by email, phone and in-person) are much more effective than general announcements. Receptions or light refreshments after the event can increase turnout as well as offer pleasant opportunities for continued discussion. Invite the entire audience, but send special invitations before the event to administrators, faculty members, graduate students, final-year students, donors and prospective supporters of future Scholars at Risk-related activities.

Include the local community in your outreach. If an institutional calendar is mailed to the local community, be sure the event poster or announcement is included. Do not forget to include local community groups also, including alumni

groups, relevant ethnic or immigrant communities, charitable and service organizations, religious communities, arts and culture societies and book clubs. Remember that SAR scholars can speak to many topics, not only their academic or professional work. They may be willing to discuss their personal experience as a scholar-at-risk, or general conditions in their home country, or other areas of interest to a wide audience. After conferring with the scholar, be creative about scheduling a variety of events

during his or her visit to appeal to as many members of the community as possible.

Finally, send the announcement to faculty members and relevant department chairs from neighboring institutions who might be interested in the event. Ask them to share it with their colleagues and offer to set up a meeting with scholar. Send the announcement to the SAR Network office also, and SAR staff will invite SAR members and friends in your area.

## During the visit

Organizing a visit is not difficult, but there are many details to address. Use the SAR Speaker Series Checklist to ensure that everything is covered. (Please see Appendix 2.) This will help ensure the best experience for the campus and the visitor(s).

### **Arrival**

You should already have agreed with the visitor(s) well in advance of the arrival day when and how he or she would be getting to campus. Most important is whether the scholar will be met at the airport, train or bus station before getting to campus. Reconfirm these details during the week before the visit. Provide the scholar with the name, contact information and description of any person(s) meeting him or her. If this information changes and you have to send someone different, make every effort to communicate the new information to the scholar in advance, or

provide the new person with a letter identifying themselves for the scholar.

If the scholar is getting to campus on his or her own, try to have someone present to greet him or her upon arrival at the accommodations provided. If this is not practical, such as when the exact arrival time is not known, then leave a note for the scholar welcoming him or her. It may be nice to leave a small care package, such as water and snacks, especially if a scholar is traveling from great distance or arriving at off hours.

### **Getting settled**

Depending on the length of the visit and the distance a scholar may have travelled, it may be advised to build into the schedule a period of time for the scholar to get settled in his or her accommodations and to rest before beginning speaking events. While this probably is not necessary for local scholars

visiting only for a few hours for a mid-day talk, for scholars arriving from an airport for a multi-day visit allowing some time to get settled will help the scholar be rested and ready for the events planned.

### ***Event venues***

Depending on the nature of the event(s) planned, it may be advised to bring the scholar to any event venues in advance. This is especially recommended for formal lectures or events for large audiences. This will give the scholar a chance to see the space and to familiarize him or herself with it, including any steps or platforms, lighting, microphones and video projectors or other technology. This is also an opportunity to test any computer, video or other files or materials the scholar will use during the event(s).

### ***Meal arrangements***

Meals can be a significant portion of any visit budget. Some institutions use campus catering or dining facilities for all event-related meals. While this is the least expensive alternative, be sure these facilities provide an appropriate experience for a professional visitor. Other institutions have had faculty members host dinners in their homes or at restaurants, and provided modest reimbursement for expenses. Meals in restaurants and clubs are the most expensive but may be easier to arrange, and may be justified, especially if trustees, donors or other important persons are invited. (Sometimes an administration office or fundraising/development office can cover the costs if an important alumnus or donor/prospect is participating.)

Mealtimes can offer excellent opportunities to introduce a scholar to student groups, faculty in his or her department or administrators instrumental in arranging his or her visit. In the past, student interest clubs have sponsored pizza or brown bag lunches with scholars. Scholars have also met with small groups of faculty from similar fields for on-campus lunches. Dinners may offer opportunities for more leisurely conversation, but require more time to arrange than lunchtime events. Invitations to dinners should be personalized and the scholar's bio should be included with invitations. (If possible, provide the scholar with a list of attendees in advance, so he or she can review names and areas of interest.) Other examples that you might consider include an informal buffet breakfast, lunch or dinner/reception sponsored by a center or department; a dinner for faculty in the scholar's field and/or with administrators of the institution; or a private meal with a special interest group (gender, nationality, religion, etc.) or student club.

### ***Rest periods***

Scholars at Risk scholars visiting for SAR Speaker Series events are generally eager to meet as many people as possible and to make the most of the visit. However, traveling, meeting many new people, and give multiple formal and informal talks, often in a non-native language, can be tiring. Depending on the length of the visit and the distance a scholar may have travelled, it may be advised to build into the schedule of events brief rest periods, independent of mealtimes, for the scholar(s) to relax, rest and prepare for upcoming activities. This is especially

important when mealtimes are used for formal or informal talks.

### ***Departure***

As with arrival, you should agree with the visitor(s) in advance the day of departure and how he or she would be leaving campus. Most important is whether the scholar will be taken to the airport, train or bus station, or whether a taxi, car service, shuttle or other transportation will

be used. Reconfirm these details early in the visit. Provide the scholar with the name, contact information and description of any person(s) taking him or her. If this information changes make every effort to communicate the new information to the scholar in advance or provide the new person with a letter identifying themselves for the scholar.

## **Post-event evaluation**

After the visit, ask for feedback from persons involved in organizing the visit and those who attended any events. Ask about the professional dimensions of the visit—the nature of any talk(s), the content and the ways it tied in to department or student group goals and needs. Ask about the personal impact of the visit—how did persons who met the scholar feel about the experience? Did they find it to be valuable? What might have made it even better? Finally, ask about logistical issues—was the visit organized well? What went well? What might be improved in future visits? Conducting these post-visit evaluations will help your campus assess each visit and

make the most of future events. (Please see Appendix 7 for a model on-campus evaluation form.)

If you are willing, Scholars at Risk would invite you to share any individual evaluations or an overall evaluation of the scholar and the visit with the network staff. These evaluations help Scholars at Risk assess the strengths and weaknesses of different speakers and event formats, and serve as SAR's basis for evaluating the effectiveness of the Speaker Series as a whole. A general evaluation form is provided in Appendix 8, but we would also welcome a letter or phone conversation, if preferred.

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## 1. Sample SAR Speaker Series list

### ETHIOPIA

#### **Ethiopia-334**

##### **Public International Law**

*LLM, Public International Law*

This scholar is the founder and former president of a legal advocacy organization that in Ethiopia. She holds an LLM and an LLB from a university in Ethiopia, where she currently serves as an assistant professor in law and human rights. Over the past decade, this scholar's academic work has focused on public international law and international tribunals. This scholar recently held positions as a visiting scholar at universities in South Africa and in the Netherlands. This scholar will be based in Norway for this coming academic year and will be available for speaking engagements in Europe.

### IRAQ

#### **Iraq-923**

##### **Political Science**

*PhD, Political Science*

This scholar holds a PhD in political science from a university in Iraq. He has over a decade of teaching experience, having taught courses in political theory and political science at several universities in Iraq. He has published academic papers related to the political culture of the Middle East and the role of religion in politics. He also held the position of executive director of a research center that contributes to the promotion of democracy and civil society organizations, and in this position, he conducted training workshops on political involvement and democracy. This scholar, currently a visiting professor in the United States, is interested in speaking on democracy and democratization, political science and politics in the Middle East. He is available for speaking engagements across the United States.

### VIETNAM

#### **Vietnam-121**

##### **Education**

*PhD, Education*

This scholar holds a PhD in Education and has several years of teaching experience. He has conducted extensive research on adult education, human rights and public health services in Asia. This scholar has presented papers at international conferences on topics including foreign aid, health, human rights and HIV/AIDS. This scholar has served as a consultant for various international organizations working on public health and education issues in Southeast Asia, and he is currently a visiting research scholar at a university in Canada. This scholar seeks opportunities to speak about his education and public health work and about the current human rights situation in Southeast Asia and in Vietnam. For the coming academic year, he is available to travel within Canada and the United States for speaking engagements.

## **2. SAR Speaker Series checklist**

### **Pre-arrival**

- Select a scholar and ask SAR for an introduction to the scholar
- Discuss with the scholar date(s) of visit, venue, type of event(s), a proposed schedule, costs to be covered by the host, and expectations of the scholar (including his/her presentations, lectures, advertising, media and confidentiality concerns)
- Confirm budget sources
- Issue a written invitation to the scholar, detailing all of the above. (Please see Appendix 3 for a template and Appendix 4 for an example.)
- Share possible travel itineraries with the scholar for approval
- Discuss with the scholar any confidentiality concerns
- Purchase travel tickets and forward relevant info to the scholar
- Arrange accommodations for scholar; including making a site visit to ensure adequacy
- Ask scholar for bio, photo, paragraph on the topic s/he would like to address, any materials the institution might want to circulate, A/V needs and other special requests
- Compile information about the institution to share with the scholar (map, itinerary, etc.)
- Send contact information to scholar for the people he or she will be in touch with during the event, and list the names and numbers of persons to contact in an emergency
- Explore visa requirements with the institution's International Office, and provide any documentation needed to the scholar
- Reserve rooms and space for the events
- Publicize event, including through student groups, through local and campus media and within relevant departments; and issue a press release. (Please see Appendices 5 and 6 for a template and example.)
- Arrange for a photographer to take photos of the event
- Arrange for a car, taxi or faculty member to pick up scholar to take him/her to campus
- Arrange all lunches and dinners for scholar

### **During the visit**

- Let the scholar know how to get around campus and provide transportation where needed
- Ensure the accommodations are suitable
- Provide water and materials at all events (i.e. paper, pens, brochures, etc.)
- Invite the photographer and/or media to each event, as pre-arranged with the scholar

### **Post-event evaluation**

- Ask for feedback from fellow event organizers and event attendees
- Ask for feedback from persons who met privately or in small groups with the scholar
- Provide summary feedback to the Scholars at Risk office

### 3. Invitation letter: Template

[Official letterhead]

*Via email to [email address]*

[Scholar name]  
[Address]

[Date]

Dear [Scholar name]:

On behalf of [department/school/center] at [institution], I am pleased to extend to you an invitation to visit the institution on [dates] as a guest speaker and to participate in [event] as a [lecturer, panelist, participant].

During your visit, we hope that you will participate in [primary event] on [date] at [time], speaking on [topic]. The event will take place in [room] in the [building], a venue appropriate for [number] of attendees. In addition, it is hoped that you will [guest lecture, meet with students, participate in a seminar, etc.]. We are pleased to offer you [honorarium] in honorarium, and the institution will cover your travel, accommodations and meal expenses affiliated with your visit. The institution will organize your travel and will make all necessary arrangements for your visit.

If you are able to join us for these important events, we would ask that you share with us an outline of your proposed speaking remarks. (Prior to the visit, please also send along any electronic materials you plan on using, including PowerPoint.) In addition, we would ask that you share any restrictions or confidentiality concerns you may have with regard to publicity and media surrounding the event. It would also be helpful to have on hand a bio and photograph, depending of course on your confidentiality concerns. Lastly, we would be grateful if you could share with us your visa status and any related requirements.

We are looking forward to meeting you. Professor [academic contact in department/school/center(s) hosting scholar] has been designated as your faculty mentor and is available to help you to prepare for [classroom visits, academic lectures]. [Administrative sponsor in department/school/center(s) hosting scholar] and his/her staff will help you with any administrative details, including arranging for your transportation, travel, accommodations, honorarium, visa (if necessary) and other details.

[Add any other comments you wish to make about the invitation.]

If you choose to accept our invitation, please indicate so in writing by [date].

Sincerely,

[Unit head or Dean/Director]

#### 4. Invitation letter: Example

### OAK COLLEGE

*Via email to singaza@email.edu*

Dr. Paul Singaza  
Political Science Department  
Southern Coast University  
Coast City, D.R. Congo

1 October 2020

Dear Dr. Singaza:

On behalf of the Faculty of Arts and Sciences and the Student Government at Oak College, I am pleased to extend to you an invitation to visit the institution March 7-9 as a guest speaker and to participate in a series of public events to raise awareness about human rights and academic freedom.

During your visit, we would invite you to give a lecture on March 8 at 5:00pm, speaking on post-conflict societies, drawing on your experience in Congo. The event will take place in the Michaelson Room of the Arts and Sciences Building, a venue appropriate for 60 attendees. In addition, we hope that you will guest lecture for several classes, meet with the university's Scholars at Risk committee and join us for a reception following the seminar lecture. We are pleased to offer you an honorarium of US\$500, and the institution will cover your travel, accommodations and meal expenses affiliated with your visit. The institution will organize your travel and will make all necessary arrangements for your visit.

If you are able to join us, we would ask that you share with us in advance an outline of your proposed remarks. (Prior to the event, please also send along any electronic materials you plan on using, such as PowerPoint files.) We would also ask that you share any restrictions or confidentiality concerns you may have with regard to publicity and media surrounding the event, and a brief bio and photograph (depending on any confidentiality concerns). Lastly, we would be grateful if you could share with us your visa status and any related requirements.

We are looking forward to meeting you. Professor Jan Van Sommer of the political science department has been designated as your faculty mentor and is available to help you to prepare for the classroom visits and related academic activities. Ms. Jean Winter is the department administrator and will help you with any administrative details, including arranging for your travel, accommodations, honorarium, visa (if necessary) and other details.

If you choose to accept our invitation, please indicate so in writing by December 15.

Sincerely,  
Patricia O'Brien  
Provost

## 5. Model press release: Template

*Scholar at Risk [NAME] to Speak at [INSTITUTION NAME] on [Topic]*

*OR*

*Scholar at Risk expert on [TOPIC] to Speak at [INSTITUTION NAME]*

[Date]

[Scholar], a scholar assisted by the Scholars at Risk Network (SAR), will speak at [Institution name] on [Date], at [Time] in [Room] of the [Building, Address]. Students and faculty will also have an opportunity to meet the SAR scholar and speak with [him/her] over lunch on [Date] from [Time] in the [Room] of the [Building, Address].

[Scholar]'s lecture, entitled [Title] addresses the struggle for academic freedom in [Country], focusing on [Scholar]'s personal experience as well as suggestions for curbing human rights oppression.

[Scholar]'s visit is sponsored by the [Sponsoring office, center, etc.]. This visit aims to raise awareness about [Institution name]'s participation in the Scholars at Risk Network by highlighting threats facing scholars like [Scholar] and ways higher education communities can work to combat threats and defend at-risk scholars.

[Scholar] is a professor of [Field] from [Country], with expertise in [Scholar's specific research interests]. [Insert sentence or two about scholar's background and past experiences, if appropriate and with permission.] [Scholar] is currently a Scholars at Risk fellow at [Other host institution name and department hosting scholar], where [he/she] is [teaching/researching].

For information about the lecture at [Institution name], please contact [Event coordinator] at [Phone]. For more information about other events on [Institution name]'s campus, please contact [Event Coordinator Name] at [Phone number] or [E-mail address].

For more information about Scholars at Risk in general, please visit [www.scholarsatrisk.org](http://www.scholarsatrisk.org) or contact the SAR Network office at (212) 998-2179.

###

## 6. Model press release: Example

***Scholar at Risk Paul Singaza  
to Speak on Post-Conflict Societies at Oak College***

Dr. Paul Singaza, a scholar assisted by the Scholars at Risk Network (SAR), will speak at Oak College on March 8 at 5:00pm in the Michaelson room of the Arts and Sciences Building. Students and faculty will also have an opportunity to meet the SAR scholar and speak with him over lunch beginning at 12:30pm on March 9<sup>th</sup>, after the seminar lecture.

Dr. Singaza's lecture addresses the struggle for freedom in several African countries, focusing on the scholar's personal experience, and provides suggestions for curbing human rights oppression.

Dr. Singaza's visit is sponsored by the International Office, the Faculty of Arts and Sciences and the Student Government. This visit aims to raise awareness about the college's participation in the Scholars at Risk Network by highlighting threats facing scholars like Dr. Singaza and ways academic communities can work to combat threats and defend at-risk scholars.

Dr. Singaza is a professor of political science, with expertise in African politics, democratic governance and post-conflict societies. He is former chair of the political science department Southern Coast University in the Democratic Republic of Congo. Dr. Singaza is a Scholars at Risk fellow and is currently visiting assistant professor of political science at Marinetta State University.

For information about the lecture at Oak College please contact Phillip Pevensy at (555) 234-5556. For more information about other events on Oak College's campus, please contact Lucy Emerson at (555) 234-5555 or LucyEmerson@oakcollege.edu.

For more information about Scholars at Risk, please visit [www.scholarsatrisk.org](http://www.scholarsatrisk.org) or contact the SAR Network office at +1 (212) 998-2179.

###

**7. Model on-campus evaluation form**

Event evaluation form

Institution: \_\_\_\_\_ Date(s): \_\_\_\_\_

Scholar(s): \_\_\_\_\_

Type of event(s) (public lecture, panel discussion, etc.): \_\_\_\_\_

\_\_\_\_\_

Topic of event(s): \_\_\_\_\_

Target audience for event(s): \_\_\_\_\_

Please give a brief summary of your event(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were you pleased with the logistical planning and organization of the event? Why or why not?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did the scholar's talk meet your goals and expectations in terms of substance?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 8. Summary evaluation for SAR office

### Scholars at Risk Speaker Series Event Evaluation Form

Institution: \_\_\_\_\_ Date(s): \_\_\_\_\_

Scholar(s): \_\_\_\_\_

Event coordinator(s): \_\_\_\_\_

Type of event(s) (public lecture, panel discussion, etc.): \_\_\_\_\_

Topic of event(s): \_\_\_\_\_

Audience at event(s) (estimated #s of students, faculty, public, etc.): \_\_\_\_\_

Total costs: \_\_\_\_\_ Estimated or actual? \_\_\_\_\_

Please give a brief summary of your event(s): \_\_\_\_\_

Were you pleased with the planning and organization of the event? Why or why not?

Did the SAR scholar(s) meet your goals and expectations? What was the best part of the visit?  
What was the most challenging part of the visit?

Did inviting the SAR scholar(s) generate interest in the event? Did it increase interest in the campuses  
involvement in Scholars at Risk?

How could SAR improve the Speaker Series? How could the SAR office be more helpful?

Would you be interested in hosting another Speaker Series event? Please explain.

Other comments? \_\_\_\_\_

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To make a gift or learn how you can help, visit [www.scholarsatrisk.org](http://www.scholarsatrisk.org).

