

# RFP: International Events and Programs

## A. Purpose and Overview

The International Events and Features program brings distinguished scholars, artists, speakers, ensembles and events to campus for short durations (days) on topics related to international issues, understandings and celebrations. Visitors are expected to be of interest to and interact broadly with students, faculty and staff, and the broader community. This program originates in the Council for Internationalization and Global Engagement and is intended to support department-level global engagement and collaboration. (Please note: This is not to be confused with the [International Visiting Scholars](#) program).

## B. Eligibility

All University of Wisconsin-Eau Claire departments and programs are encouraged to develop and fund visits through this program. Departments, units, and colleges are expected to contribute support to the cost of the visit, but no specific dollar cost-share amount is required.

## C. Application Process

Applications are initiated by unit chairs and their faculty. Until applications can be processed through [BP Logix](#), electronic copies in a memo/report format should be submitted to [CIGE@uwec.edu](mailto:CIGE@uwec.edu) (see D. below).

The application has 4 sections:

1. **Basic Information:** including title, event dates, collaborators, and abstract (brief summary) of the project.
2. **Documents** include:
  - a. Cover memo from the department chair, with signature of support from the dean
  - b. **Narrative:**
    - i. Description and background on the visitor(s)
    - ii. Information on the activities/events planned for the visitor(s).
    - iii. How proposed event(s) support Liberal Education Global Learning Outcomes and connect(s) to the global learning elements.
    - iv. Explanation of how the visiting scholar(s), artist(s), group(s), or event will interact with students, faculty, and staff, especially those who may be less inclined toward global engagement.
    - v. Description of how the visit will benefit the campus, college, department/unit, and community.
    - vi. Plan for publicizing the event.

- vii. Past awards from this program.
  - c. **Supporting Documentation** may include a schedule, program, promotional materials, or any additional documents as appropriate. Please explain supporting documents in the narrative<sup>1</sup>.
- 3. **Budget:** all expenses must be explained and clearly related to the proposed project. Please be as detailed as appropriate. These may include:
  - a. Mileage/Air Fare
  - b. Room/Lodging
  - c. Meal Costs
  - d. Supplies
  - e. Outside or additional sources of funding

## D. Deadline for Application

Submit your proposal to [CIGE@uwec.edu](mailto:CIGE@uwec.edu) (with a cc: to Kim Reed and Eric Torres) by the first working day of each month. Proposals may take up to six weeks for processing and review. Funding on academic year cycles will be considered until funding is exhausted. If an opportunity arises that requires funding prior to the next review cycle, please contact Eric Torres, Chair, Council on Internationalization and Global Engagement.

Direct questions to Eric Torres, CIGE Chair at [TORRESED@uwec.edu](mailto:TORRESED@uwec.edu).

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<sup>1</sup> Many non-US citizens need a visa to enter the United States to visit. The following link can help inform applicants whether or not a visitor will require a visa to enter the United States.

<http://travel.state.gov/content/visas/english.html>

Staff in the UW-Eau Claire Center for International Education are available to answer questions or advise departments on this aspect of inviting a visiting scholar.