Eisenhower Fellowships identifies, empowers and connects innovative leaders through a transformative fellowship experience and lifelong engagement in a global network of dynamic change agents committed to creating a world more peaceful, prosperous and just.
This manual will familiarize you with the policies and procedures of Eisenhower Fellowships. It contains essential information that you should review carefully and completely.

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In 1953, to celebrate President Dwight D. Eisenhower’s first birthday in the White House, a group of businessmen founded an international leadership program in honor of his devotion to world peace. Its purpose and design reflect his conviction that greater understanding among individuals fosters greater understanding among nations, contributing to the progress of all countries and all people. Eisenhower Fellowships (EF) was established as a nonprofit, nonpartisan, nongovernmental organization and remains so to this day. You can find more information here about EF’s storied past.

An Eisenhower Fellowship is a transformational opportunity for exceptional men and women to reexamine, refocus, and reenergize their professional and leadership skills; establish new goals; and pursue concrete results individually and collectively as part of a unique global network. Nearly 2,400 Fellows from 115 countries have participated in Eisenhower Fellowships since its founding. Each one carries forward President Eisenhower’s belief that informed and broad-minded individuals are the hope of every nation.

Your fellowship travels overseas represent the beginning of your lifelong participation in a network that has an ongoing impact on communities around the world. You are joining an active, closely connected group of men and women with the commitment, influence and ingenuity to pursue their aspirations for a better world. Eisenhower Fellows are leaders of vision, role models with proven success in diverse fields of endeavor. In an increasingly interdependent world, Eisenhower Fellowships enables you to learn from one another’s best practices, and provides you with a permanent vehicle for effective and meaningful collaboration.

"You have got to have something in which to believe. You have got to have leaders, organizations, friendships and contacts that help you to believe that, and help you to put out your best."

-Dwight D. Eisenhower

Sixty-five years later, Eisenhower Fellowships remains unique among international professional and leadership development programs, providing a customized program that reflects each Fellow’s particular professional interests and ideas. We encourage you to embrace this experience and share in the creation of a program that transports you beyond your day-to-day concerns, and helps propel you and your ideas to the forefront of your field.

Congratulations on your fellowship!

George de Lama
President, Eisenhower Fellowships
Since 1954, EF has operated the Global Program (formerly called the Multi Nation Program). Each spring, EF brings approximately 25 Fellows, representing a variety of professional fields, from all over the world to the United States for a six-week program. Although diverse in background and interests, each of them has demonstrated leadership ability and a commitment to better their communities and advance their professional disciplines as a result of the fellowship. In the fall, EF again brings 20-25 Fellows to the U.S., with a focus on either a single region (e.g. Southeast Asia, the Middle East and Africa) or a common theme (e.g. innovation, women’s leadership, or urbanization). In response to emerging global priorities and opportunities, EF also hosts special four-week regional and thematic programs to complement the spring and fall programs.

EF recruits global candidates – mid-career leaders between 32 and 45 years of age – from over 50 countries in Europe, Latin America, Asia, Oceania and Africa. Candidates are solicited through an open application process and supported by EF’s country chapters in the vetting and selection process. To ensure that the network and Fellow classes remain diverse and representative of countries, regions and professional sectors, EF opens up its global programs each spring and fall to a select group of countries in its network, while still allowing all interested country chapters with strong candidates to apply. The country rotation schedule is based on a variety of factors, including size of the EF network and geopolitical importance of the country and/or region, among others.

Eisenhower Fellowships provides Fellows with a unique opportunity to step out of their everyday lives, take a look around and explore. As described by Roxana Damaschin-Ţecu (Romania’12), “During the fellowship, I gained access to a variety of people and organizations, and I had the chance to ‘see’ my field from different perspectives: regulators, funders, investors, doers, marginalized groups, professors, cynics and enthusiasts.... This diversity was amazing and no business trip could have provided me with this.”

For more firsthand perspectives on EF and its fellowships from Fellows themselves, visit our YouTube channel to watch some videos and our website at www.efworld.org.
Since 1989, Eisenhower Fellowships has sent more than 300 U.S. Fellows to meet with experts in their disciplines in over 45 countries around the world. Like their global counterparts, USA Fellows hail from all professional fields and represent the private, public and social sectors. They are recruited on a national basis, with EF’s Leadership Steering Committees helping nominate and interview candidates in seven regional hubs: Chicago, IL; Los Angeles, CA; New England (Boston), MA; Philadelphia, PA; Research Triangle (Raleigh), NC; San Francisco, CA; and St. Louis, MO.

Each year, EF awards around 20 USA Fellowships to a diverse group of exceptional candidates in one of three programs:

- **USA Fellowship**: Ten candidates are awarded a four to five week fellowship and visit one or two countries in the EF network. In collaboration with program staff and global Fellows, USA Fellows select the most professionally relevant and rewarding destinations. On fellowship, they are supported by Eisenhower Fellows in the region and meet with leaders in their fields able to help them achieve their program goals.

- **USA Agriculture Fellowship**: EF’s Agricultural Committee selects one Fellow each year who works in industrial agricultural production – an active farmer or rancher – to visit one or two countries in the EF network. Fellows have explored topics such as water conservation, aquaculture, animal husbandry and crop rotation.

- **Zhi-Xing China Eisenhower Fellowship**: Ten candidates are awarded a four-week fellowship to China. Launched in 2015, the program builds on Eisenhower Fellowships’ nearly two decades of professional exchange programs with China aimed at advancing bilateral dialogue and understanding between the U.S. and China. EF works in partnership with the China Education Association for International Exchange (CEAIE) to create a rich experience starting in Beijing and ending in Shanghai, with two and a half weeks of individualized programming in cities and towns across China.

Each USA Fellowship includes an orientation and leadership development seminar held in conjunction with one of EF’s Global Programs. With the exception of the Zhi-Xing Fellows, who travel to China as a group, USA Fellows generally travel independently and on individual schedules. The fellowship includes meetings with experts and leaders in the Fellow’s field, cultural visits and local hospitality.
Eisenhower Fellowships is a 501(c)(3) non-governmental organization. The annual operating budget is funded through a number of revenue sources. The majority of EF’s revenue comes from corporations, foundations and individuals. Earnings from private and public endowments account for the remaining annual income.

Corporations contribute sponsorship funds to support worldwide activities and specific programs. Corporate and private foundations support EF activities, often providing funding for single region programs in areas where they have program interests or special initiatives. Individuals, trustees, Fellows and Fellow associations donate funds to support the mission of promoting professional exchange and international understanding. Additional information about Eisenhower Fellowships’ funding is available on our website.

Some of Eisenhower Fellowships’ sponsors and trustees arrange to meet Fellows during their fellowship travels, offering a unique opportunity for Fellows to exchange views on issues of mutual interest with top business executives and nonprofit leaders. These meetings are frequently the highlight of Fellows’ time on fellowship.

EF’s Board of Trustees represents 11 different countries and some of the top philanthropic corporations. It is led by the chairman and vice chairman of the board, and guided by an executive committee responsible for helping set strategic direction and approving EF’s annual budget.
Eisenhower Fellowships is based in Philadelphia. EF House was originally a private home that has been refurbished as EF’s offices. Upon arrival, every Fellow receives a key to the EF House. This custom dates back to the earliest years of the program, when Fellows spent several weeks in Philadelphia. Fellows keep their keys and are encouraged to think of EF as a home away from home.

I. Opening Seminar
All Fellows are required to attend a three-day opening seminar in Philadelphia, usually held in early April. It is an opportunity to meet other USA and Global Fellows, EF staff, and trustees and sponsors. Seminar sessions are interactive and focus on issues such as leadership, storytelling and mentorship, with plenty of time to get to know the other Fellows. EF covers economy-class roundtrip domestic travel and accommodations for you and your spouse to attend this event.

II. Fellowship Travel
Each Fellow works collaboratively with an EF program officer and a country partner to design an itinerary that meets the objectives and needs of the Fellow and their projects. Your fellowship experience is 100% dependent on the prep work you put in ahead of time. It is especially important for you to work closely with your program officer to develop your itinerary. Each itinerary will have, on average, two or three professional appointments per day, during weekdays and working hours. This allows for sufficient time for local travel, preparation (reviewing information provided on companies and individuals), reflection and follow-up. This also allows time to add more spontaneous meetings suggested by people and Fellows you encounter to maximize your experience on fellowship. EF may also include some evening social events with trustees, sponsors and international Fellows. If you wish to make appointments using your own contacts, you must coordinate with your program officer and country partner to avoid scheduling conflicts.

EF leverages its prestigious global network on your behalf. International Fellows enjoy meeting and hosting USA Fellows both professionally and socially, and are invaluable resources for your program. USA Fellows often find their meetings with international Fellows to be the highlights of their fellowship experience.

Embracing flexibility is an essential component of the fellowship experience. The goal of your program officer and country partner is to have your schedule set in advance as much as possible. Invariably, however, some meetings will only be confirmed shortly before they are to take place and other previously unplanned meetings will be scheduled based on suggestions you receive. Be open to new ideas, new paths of exploration and the unexpected, organic nature of the program.

III. Closing Seminar
After completing the fellowship, you are required to attend a three-day closing seminar in Philadelphia. Closing seminar allows Fellows to share insights, crystallize plans and projects that they will pursue upon returning home and identify ways to engage with the network on an on-going basis. It is an opportunity to discuss the fellowship (and post-fellowship) experience with colleagues in a seminar setting, and reconnect with other USA and Global Fellows. The closing seminar is typically held the year after fellowship travel in early-May, to coincide with a closing seminar of a class of global Fellows and EF’s annual meeting and gala dinner, attended by Fellows, Trustees and friends of EF from around the world.
Your fellowship itinerary is designed to advance your fellowship project and objectives. The intention is to give you a broad perspective on trends in your field, opportunities to exchange ideas with leading professionals, and specific information on how individual practitioners are managing change and development. To enrich the experience, appointments encompass diverse geographic settings; encourage exposure to public, private and NGO leaders; and embrace varied perspectives. In addition, it is essential for Fellows to collaborate and share ideas on fellowship experiences, results and projects.

Meetings with experts in your professional field form the core of your program. They will provide you with the opportunity to exchange ideas and information; discuss methods of operation; and gain insights on policy questions, implementation procedures, management practices, and other issues of significance in your field. The meetings will also serve as an opportunity for your international counterparts to learn about trends and developments in your subject area and in the U.S.

You can expect to visit four to five cities over the course of the fellowship and to attend an average of two or three appointments on most business days. These meetings are typically conducted in interview style and last approximately one hour. In some instances, you may have the opportunity for a site visit, which allows for more in-depth observation and inquiry and usually lasts longer. Together you, your EF program officer (PO) and country partner will choose people for you to meet. Where you have your own personal contacts or connections to local organizations, you can set up your own meetings/appointments and communicate these plans to your PO and the local partner. EF does not arrange protocol, ceremonial, celebrity visits or meetings with the explicit purpose to conduct business or seek funding.

You should communicate with your colleagues at work to advise them of your impending time away and to engage their support of your fellowship leave. However, while it is good to keep in touch with your friends and colleagues while on fellowship, do not commit to maintaining your regular workload while you are away, and do not leave colleagues with the expectation that you will be telecommuting and available when needed.
A few months after you are selected, you will be assigned an EF Program Officer (PO) who will work closely with you to plan and implement your fellowship. POs are accomplished professionals with extensive experience in a variety of fields, including international program management and development. You will also work with a local country partner who will help to design the program, as well as organize logistical and travel arrangements.

You will begin to work with your PO approximately two to three months before the fellowship begins. You need to be a full partner in the planning of your program. The content, depth and ultimate outcomes of your fellowship program will directly reflect the amount of planning and preparation you invest in collaboration with your PO and country partner prior to your travel. Your PO and country partner will depend upon you to explain clearly your background, your subject area expertise and your fellowship project. Be sure to provide full information about your current and anticipated responsibilities, and how they connect to your fellowship objectives. This information will help your PO understand what you seek and need from your program and itinerary in terms of subject matter and geographical diversity.

You may also find it useful to connect with other Fellows before your fellowship begins. Your PO will provide you with access to a Directory of Fellows so that you can begin communicating directly with other Fellows and get advice and feedback from Fellows in your destinations countries, or Fellows who work in a similar field or who travelled previously on fellowship to the same country or region.

Timeline & Responsibilities Pre-Fellowship

1. **Create brief and one-page biographies.** EF will prepare biographies for your review, based on your application and additional information you provide. The bio is an essential document that describes your professional background and your fellowship goals to your potential interlocutors.

2. **Clear articulation of your fellowship project.** Your project is the essential focus for the planning and design of your fellowship, and helps you to frame your fellowship within your larger personal and professional trajectory. A well-designed project, including a concretely framed objective that achieves a positive social good, should outline specific implementation steps and evaluate what resources are already accessible and available to you and what resources or knowledge you can obtain or draw upon through your fellowship.

3. **Research for an expanded program design.** Using your project proposal as well as the program design section of your application as a guide, your PO and country partner will work with you to identify additional relevant organizations and individuals to include on your travel itinerary. We ask that you consult with colleagues and professional associations for potential ideas. Include organizations as well as names of individuals you wish to meet (if you have them), specific purposes of each visit, questions you plan to pose at the meeting, and relevant contact information. Shortly after
you are accepted into the program you should begin to tap into your own network of contacts (both in the U.S. and overseas) to get ideas and to facilitate introductions to people you may want to meet while on fellowship.

EF strongly urges you to consider using a few days of your Fellowship to go somewhere that is off the beaten path. Visit a smaller city or town to get a taste of life in the country you are visiting outside of major urban centers. There is much to learn from the unexpected or the completely different. Finally, **build in some time to rest and reflect**. It’s tempting to pack in as many meetings as possible into each day, but the travel can be exhausting. Take some time to slow down, enjoy where you are and process what you are learning and experiencing.

4. Create EF business cards. All Fellows receive business cards from Eisenhower Fellowships for use on your travels, in addition to your regular business card. Your PO will send you a proof for approval before ordering.

**Two to three months before travel**

1. **Visa.** Depending on where you are traveling, you may need a visa. Your PO will provide details if this is necessary for you (and your spouse, if he or she is attending). We will cover this expense for you and your spouse.

2. **Book international flights.** (For more details, see the section on Fellowship Finances.)

3. **Fellow finalizes research, priorities and cites.** From this point forward, you, your PO, and your country partner will communicate regularly. Your feedback is essential to inform the team and to clarify your fellowship objectives.

   In addition, EF sponsors and trustees may request meetings with Fellows, presenting a strategic opportunity for Fellows to engage and communicate with senior executives in a mutually beneficial manner, while also conveying the value of the fellowship program to our supporters. These meetings are often the highlight of many fellowships due to the quality of the conversation and the access these people can provide to their companies and expertise.

   Together as a team, you, your PO and country partner will use the program design you included in your fellowship application, in conjunction with advice from experts in the field and both in-house and online resources as a basis to develop a proposed itinerary. This itinerary will outline travel dates and destinations and proposed meetings or other professional activities.

**One month before departure**

**Fellow, PO and country partner continue to revise and refine the program itinerary.** To allow sufficient time to arrange your schedule, your PO and country partner will need to have your appointment requests well in advance of your arrival. Your coordinator will be well along in securing and scheduling appointments by the time you arrive for your program. At the same time, additional ideas for appointments will surface while you are traveling. It is important to keep a few blocks of
time free in your schedule so that you have time for new suggestions while you are on the ground. Your fellowship itinerary is dynamic and will continue to develop and change even after your arrival.

*Please note:* **Once an appointment has been set, there is a ‘no cancellation’ policy.** Scheduled meetings are commitments that you are obliged to respect. After the itinerary has been confirmed and appointments made, changes and cancellations without notice can undermine the efforts of your PO and coordinator, reflect poorly on you and on Eisenhower Fellowships, and may be perceived as an affront to individuals and institutions who have offered their time and support.

**GENERAL FELLOWSHIP POLICIES**

I. **Travel dates**
Eisenhower Fellows are expected to participate actively throughout the fellowship period, and must commit in advance to attending the length of the program. **Please note that all fellowship travel must take place during the calendar year for which you are selected (2019).** We recommend that you wait to travel until after your Opening Seminar in April if your schedule allows. **Once you commit to travel dates, we ask that you please do not change them as they affect EF staffing, scheduling and budgeting, as well as the schedule and time commitment of your country partner.** Your fellowship period can range between four and five weeks (minimum of 28 nights; maximum of 35 nights).

II. **Participation of Spouses**
Your spouse or domestic partner (referred to as “spouse”) is invited as a guest of Eisenhower Fellowships. Eisenhower Fellowships will cover travel related expenses and provide a spouse with 14 – 21 days of per diem. Your spouse may not accompany you on appointments, and EF will not provide programming for your spouse. If your spouse receives financial coverage from EF, we will ask that you fill out a W-9 form with your information (not your spouses). This coverage amount is taxable to you, and EF is required to report it.

If your spouse would like to join you but cannot stay for the required minimum number of days (14), he or she is welcome to join you on the fellowship at your own expense. Spouses may also join you for more than 21 days but EF cannot provide additional financial or logistical support beyond 21 days.

III. **Policy on Children**
**Children are not allowed on fellowship.** You will have an intense travel schedule, and the fellowship involves not only appointments during the day but also evening activities and travel. We understand the hardship this separation can impose upon families, but this policy is necessary. We suggest you take advantage of being abroad to plan a family vacation for before or after the fellowship. Your children should not be with you for any part of the fellowship period.
Depending on where you are travelling you may experience different seasons and climates and will need to pack accordingly. Dress for meetings is business attire including a jacket and tie for men, unless you know that the culture of the organization does not require it. If there is an evening event, a dark business suit for men and a suit or dinner dress for women is appropriate. **Comfortable shoes are strongly recommended at all times**, and casual clothes are practical for weekends.

We recommend that you limit your luggage to one medium-sized suitcase. EF does not pay excess baggage charges (for suitcases weighing over 22 kg or 50 lbs.). When in doubt, pack light. You will need to do laundry while on fellowship (usually at the hotel), and can always purchase additional clothing. EF does not cover incidental costs (i.e. laundry).

**We recommend that you bring a brief presentation (3 or 4 slides), and a longer presentation as well (10 minutes) about your organization and your fellowship goals.** Pictures help convey who you are and your story, and can help you connect across cultures and languages. You may want to bring it to meetings on your tablet or iPad. This can be useful, as opportunities to speak to groups may materialize during the course of your fellowship, or an individual may request further information about your work or organization. **You should also plan to bring a few small gifts for the individuals you meet with, or for hosts who invite you over for dinner.** Fellows usually bring something symbolic to their work or the city they live in.

Finally, you are likely to collect publications and papers from your meetings. Rather than carry all this material with you, we suggest you mail it home before you return to the U.S. EF does not arrange or cover the costs of these shipments.

**WHAT TO PACK!**

To understand the impact the fellowship has had on you and your project, we require you to submit feedback in a few ways. Below is a general overview. You’ll be given specific instructions and have an opportunity to ask questions on these requirements during Opening Seminar in Philadelphia.

1. **Reports from the Road**

   Your brief weekly reports will allow you to reflect on your key insights from each week. *Deadline: by Sunday of each week you are on fellowship.*

2. **Project Report**

   Your fellowship report will summarize the goals of your project, as well as a concrete post-fellowship implementation plan. It should be future-looking and consider ways you will engage the EF Global Network to propel your ideas and project forward. You may also identify collaborations that you wish to
undertake with Fellows from your current group, local Fellow chapters, or partnerships/relationships established with people and organizations you met on fellowship.

“Through my meetings this week, it was proven to me once again that exceptional results require thinking out of the box and sometimes going against the grain, despite what the norm is or what the industry says. I am pleased that we can carve out new results with fresh approaches.”

-Yuni Hadi (Singapore 16)

The fellowship report will be used by EF to follow up with Fellows in the future to track their progress, see how the project and other ideas are moving forward or continuing to evolve, and help to assess EF’s impact.

Some projects can ramp up in a few months, as add-ons or continuations of initiatives already underway, while others naturally need more time when involving multiple partners or stakeholders or the need for approval from other institutional parties. There may also be steps or points where there is currently less clarity in how those will be achieved or are depending upon current relationships being cemented; we understand that this is a plan and that things may change along the way – for the better.

Deadline: 30 days after you return from the final destination of your fellowship program. If you break up your travel throughout the year, it is not due until you return from the final leg of the fellowship, but we recommend working on the report throughout the year.

**Project Snapshots**

**Jill Reynolds | BOSTON, MA**

“I will explore employment for people with disabilities, identifying policies and employer and social entrepreneurship practices with the goal of significantly improving employment opportunities and outcomes for people with disabilities in the U.S.”

**Arch Wongchindawest | THAILAND**

“Our goal is to revolutionize fundraising by breaking the barriers between consumer spending and donations. The social sector clearly identifies lack of funds as their number one limitation. Socialgiver aims to tap into the world’s greatest waste—spare capacity in travel and hospitality—to solve this global problem. I believe today, more than ever, that we have a world-changing solution that will be able to help grassroots projects increase effectiveness and drive the change they wish to see in the world.”

**Elliot Weinbaum | PHILADELPHIA, PA**

“Through learning how large-scale instructional improvement can occur to support the free exchange of ideas to improve the quality of education, I will create a locally viable approach to educational improvement that U.S. philanthropy can effectively support, with a focus on improving the quality of teaching and instruction.”
3. **Feedback on Appointments**

EF requests that you rate each of your overseas meetings/appointments. These results are due at the end of your Fellowship (or at the end of each leg if you are splitting into two trips). We ask that you go through your complete itinerary and next to each entry for a meeting, conference, or other fellowship activity (not hotels or transportation), write down a grade as well as specific comments. This feedback is highly valuable in informing future programs – understanding which contacts were appropriate, highly useful or not worth pursuing in the future. *Deadline: 30 days after you return from your program.*

4. **Pictures from your Fellowship**

Upon return from your fellowship, please send your Program Officer a minimum of ten pictures. Please select your top pictures that illustrate your program best. EF prefers picture of you with the individuals and organizations you met with, as well as any pictures you have with fellow Fellows. These pictures may be used for EF media and outreach materials. *Please make sure to label each picture with the relevant titles of location, organization and/or individuals. Deadline: 30 days after you return from your program.*

5. **Deliverables Re-Cap**

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<th>Deliverable</th>
<th>Due Date</th>
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<tr>
<td>Report from the Road</td>
<td>Sunday for each week on program</td>
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<tr>
<td>Fellowship Report</td>
<td>30 days after completion of entire fellowship</td>
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<tr>
<td>Fellowship Debrief &amp; Meeting Feedback</td>
<td>30 days after returning from program</td>
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<td><em>If you are breaking the program into two parts, this is due upon the completion of each part.</em></td>
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<tr>
<td>Fellowship Pictures</td>
<td>30 days after returning from program</td>
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<td>Receipts from Reimbursement</td>
<td>30 days after returning from program</td>
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<td><em>If you are breaking the program into two parts, this is due upon the completion of each part.</em></td>
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All Eisenhower Fellows are lifelong members of the EF Global Network, comprising more than 1,500 active Fellows from 115 countries. The talent and perspective that you bring as a new Fellow make you a valuable addition to the EF family. We know you will enjoy many years of rewarding exchanges and events with Fellows from all over the globe.

EF’s Network Team supports Fellows by maintaining a database of biographical and contact information, and by providing programmatic, organizational and outreach efforts for Fellow-hosted conferences, seminars, EF Day and other events. News of Fellow activities and programs is conveyed through the regularly updated EF website, email blasts, newsletters and social media. The Network office also provides virtual introductions to Fellows traveling or for potential collaborations.
We live in an age saturated with information on personal, corporate and media platforms. Eisenhower Fellowships stands out due to our Fellows’ extraordinary profiles and achievements. Our public outreach helps to enhance our brand: diverse, dynamic leaders at the forefront of their fields, contributing to the improvement of their societies. Raising our visibility and that of our Fellows consequently increases the number and quality of prospective Fellows, as well as professional program contacts and sponsors. We encourage you to announce your Eisenhower Fellowship to the world and to grant press interviews both during and after your fellowship program. Below are some ways to make the best, publicly, of your EF affiliation.

1. Your Public Profile

Update your bio and/or CV, whether on your employer’s website, social media or professional networks to include Eisenhower Fellowships. Some simple ways to list your Fellowship are:

- Selected as a [insert year] USA Eisenhower Fellow
- Awarded the USA Eisenhower Fellowship [insert year]
- Recipient of the USA Eisenhower Fellowship [insert year]

You may wish to inform your organization’s internal publication, your alma mater or any publications dealing with your sector or organizations you represent. These parties are usually interested in developments regarding their members or alumni. Shortly before the start of each fellowship program, we publish a profile graphic for Fellows that captures what they are about and what they’ve set out to do.

If you are in contact with media representatives either directly related to your Eisenhower Fellowship, or more generally, please remember to mention that you are an Eisenhower Fellow. A hallmark of the EF experience is the opportunity for open dialogue. We encourage you to share your expertise and opinions in any interviews with the media. However, Eisenhower Fellowships is nonpartisan and nonprofit. Therefore, when dealing with a media interview of political significance, while on fellowship, it is important to state that such opinions are your own and do not represent any official position of EF.

Similarly, like staff members, Eisenhower Fellows are representatives of the organization everywhere you go. Fellows during their fellowships should avoid social media postings that advocate or are seen to endorse political positions that reflect adversely on EF’s staunchly nonpartisan status.

Upon your return home, we encourage you to share your fellowship experience and your impression of the U.S. with your friends and colleagues. When referring to us, please note that the organization name is EISENHOWER FELLOWSHIPS. We ask you to remember this while addressing the media, listing EF on any profiles, or when conducting an interview. Please send your clips, press release and other publicity to your program officer or to Colette Seidel, Network Coordinator (cseidel@efworld.org).
2. General Information

For international Fellows: Eisenhower Fellowships is an independent, nonpartisan, nonprofit international leadership organization with a distinguished 65-year history of bringing exceptional midcareer leaders from all fields around the world to the U.S. for six-week individualized fellowships that take them to cities across the country to meet with dozens of top experts in their fields.

For USA Fellows: Eisenhower Fellowships is an independent, nonpartisan, nonprofit international leadership organization with a distinguished history of awarding exceptional midcareer U.S. leaders from all professional fields a four or five-week fellowship abroad. Each year approximately 10-12 USA Eisenhower Fellows are selected and travel for five weeks to one or two countries in the EF network. In addition, 10 Zhi-Xing China Eisenhower Fellows are awarded a four-week fellowship focused exclusively on China.

OUR MISSION
Eisenhower Fellowships identifies, empowers and connects innovative leaders through a transformative fellowship experience and lifelong engagement in a global network of dynamic change agents committed to creating a world more peaceful, prosperous and just.

USEFUL ARTICLES AND VIDEOS
- Changing the World, One Young Leader at a Time
- Video: Eisenhower Fellowships: What It’s All About
- Video: Global Change Agents

LEADERSHIP
A distinguished group of 46 senior international leaders in business and public affairs is chaired by former U.S. Secretary of Defense Dr. Robert M. Gates, overseen by an Executive Committee chaired by James Hovey and led by EF president, George de Lama.

FUNDING
Eisenhower Fellowships is funded through generous contributions from corporate sponsorships, foundation grants, Eisenhower Fellows and friends of the organization. While these comprise the majority of support, endowment earnings are also utilized from a growing private endowment raised and managed by the trustees and from a trust fund established by the U.S. Congress as a memorial to President Eisenhower. These funds support the Global Programs, the USA Program and the activities of the global network of Fellows.

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Twitter: https://twitter.com/EF_Fellows or #EFJourney
Flickr: http://www.flickr.com/photos/eisenhowerfellowships/
LinkedIn: http://www.linkedin.com/company/eisenhower-fellowships
Instagram https://www.instagram.com/eisenhowerfellowships/
YouTube: http://www.youtube.com/user/efstaff
NOTE: Throughout this section, all references to spouses and partners refer only to those who qualify for EF sponsorship by attending the required 14 to 21 days. Any spouses or partners who attend for fewer than 14 days are responsible for all travel, accommodation, and meals. Any spouses or partners who attend for longer than 21 days will be responsible for their domestic travel and meals for the additional days.

Prior to departing on Fellowship you will receive a check intended to cover your fellowship per diem. This amount is based on an estimate of the number of cities you will visit, the number of days you will be on fellowship, whether or not your spouse will be joining you and the number of rental cars you may use. This amount is meant to cover your meals and daily transportation costs within cities and is sufficient to permit you to live modestly while overseas, covering the cost of reasonably priced meals and transportation. The daily rate is based on the U.S. Department of State Foreign Per Diem Rates by Location.

M&E per diem does not cover the cost of mailing items home, entertainment, dry cleaning or personal shopping and gifts. You need to bring your personal credit card to cover these expenses or you can withdraw money in the local currency from ATMs at airports and other secure locations. We suggest that in advance of your trip you notify your bank and credit card companies of your travel plans.

For your spouse/partner, provided they join you for at least two weeks of your fellowship, Eisenhower Fellowships will provide them with a $50/day stipend for meals.

If you incur significant expenses for any necessary Fellowship activities, please submit receipts with a request for reimbursement to your EF program officer. In general, it is best to consult with your PO before incurring large expenses to double-check they are even eligible for reimbursement. These expenses will be taken into account during the post-fellowship financial reconciliation. The deadline to submit all reimbursement receipts is 30 days after you return from each trip in order to receive full reimbursement.

You will also be provided with a credit card which is to be used to pay for hotels and transportation between cities, most of which will have already been booked by your country partner. This card cannot be used for any other purpose (and will be rejected at the POS due to the card restrictions).

I. Travel Costs

A. International Travel

1. Eisenhower Fellowships arranges and pays for one round-trip economy class ticket for you and your spouse. We cannot cover a business class ticket, although you are welcome to upgrade the ticket and pay the difference, when possible. EF also does not cover excess or overweight baggage fees for international travel. If Fellows choose to split their fellowship into two segments, they are responsible for the cost of one of the international round-trip tickets (the less expensive one).
2. In order to qualify for payment, EF is required to book the flight on a U.S. airline carrier. If your PO has given you approval to book your own flight, EF can only reimburse it if it meets this criterion. Confirm eligibility for reimbursement with your PO before booking.

3. To control the cost of international travel, we ask that you reserve your round-trip travel six weeks in advance of departure. Your PO will connect you with EF’s travel agency to do this. At that time, EF will price out the cost of your travel and use the maximum amount EF will pay/reimburse.

B. **Domestic Travel within Fellowship Country**

Your country partner will reserve and pay for all domestic economy-class travel by plane or train, as appropriate. You are responsible for any excess or overweight baggage fees.

Where necessary, EF also pays for car rentals. Sometimes car rental agencies will not allow EF to pay remotely via its company credit card and you may be asked to pay for the car rental while in country. This is an unavoidable inconvenience. You will be reimbursed 100% of this cost post-fellowship.

If your fellowship program requires you, occasionally, to hire a local car and driver because other transportation options are not feasible, these costs are usually covered by EF. If a viable and more affordable option is available but you still choose to hire a driver, the costs are generally the full responsibility of the Fellow.

- **Tickets**
  1. EF books and pays for all domestic program-related fellowship travel for you and your spouse/partner (coach class only), including travel via plane and train.

  2. Fellowship travel only includes travel that is required for a fellowship professional appointment, not for sightseeing or tourist expeditions.

- **Travel to and from airports and train stations**
  1. For each city you visit, you receive a fixed allowance of $25 each way to cover transportation to/from the airport. If you have a car reserved, you will not receive this allowance.

  2. This amount is generally enough to cover an airport shuttle service. EF does not reimburse for airport taxi fares in excess of this allowance ($25 in each direction).

**II. Accommodations**

- **Hotels- Reservations**
  1. Your country partner will make your reservations at reasonably-priced business class hotels using your EF credit card. When booking hotels, we do our best to use hotels that are in safe and central locations, and are close to your meeting locations.

  2. There are instances where a hotel reservation is non-refundable or the cancellation request is not made with enough notice to the hotel. Any penalties resulting from avoidable hotel room cancellations will be your responsibility. **It is advisable to provide at least 48 hours’ advance notification of cancellation.**
• **Payment for hotels**

  1. **You will use your EF issued credit card to pay for room, applicable taxes/fees, and overnight parking. **When you check in to a hotel, inform the registration desk that you will be paying separately for any incidentals.** Your EF credit card is a U.S. Government Services Agency or GSA-authorized card and allows you to take advantage of government rates.

  2. **Personal Credit Card** - we recommend that you bring your own credit card to pay for incidental expenses, meals and other costs that EF does not cover. You are advised to notify your credit card company of your upcoming U.S. travels.

**III. Communications & Technology**

A. EF recommends that you bring a laptop or tablet. You will need to access email and the internet during your fellowship and will write a lot of follow-up emails, thank you emails, as well as post on social media and work on your project report.

B. Depending on where you travel, EF may or may not provide Fellows with smartphones for use in-country, including reasonable data and phone plans. EF will add $100 to your per diem for fellowship related internet use and cell phone minutes or international calling plans with receipts. For personal communications home, it is suggested you bring your own devices.

**IV. Interpretation**

EF and the country partner will arrange for all translation/interpretation services that are necessary for fellowship meetings and activities. Costs for translation are covered by the program and Fellows should not incur any expenses for this service. If Fellows hire an interpreter and/or guide to accompany them during non-fellowship-related activities (free time on evenings or weekends), they are responsible for this cost.

**V. Medical Insurance**

Eisenhower Fellowships provides medical insurance for you and your participating spouse for the fellowship period, purchased from International SOS. The policy also covers accidental death and dismemberment. You should also check to see whether your health insurance from home will cover you while you are abroad. Keep your ID card with you at all times in your wallet, as you will have to present it to a medical provider if you need care.

Eisenhower Fellowships will reimburse Fellows for the cost of vaccinations recommended for travelers to their country of Fellowship. Fellows are responsible for consulting with their physician or local travel clinic on the recommended vaccinations for their country of travel. The CDC website also has information we recommend you review. Receipts must be submitted for reimbursement.

**Personal or Travellers’ Insurance**

Eisenhower Fellowships does not cover accidents such as lost luggage or theft. While the probability of this is slight, you may want to consider taking out personal insurance to protect luggage while traveling or staying in hotels.
Sample short biography (as it appears on the website)

VANESSA COOKSEY

Cooksey has long been a leader promoting responsible community engagement and philanthropy for the private sector, from Cartoon Network to Anheuser-Busch to her current role at Wells Fargo Advisors (WFA). She directs the philanthropy efforts of WFA across the nation and the Wells Fargo Foundation in St. Louis. Their vision is to help communities succeed financially through investments in financial education, healthy aging, arts and culture and workforce development initiatives. Her accomplishments include supporting college savings and planning for low-to-moderate income families, strategic and coordinated crisis relief in Ferguson, Missouri, specialized training and placement of high-potential and senior leaders on nonprofit boards and employee engagement through volunteerism. Her fellowship goal, based on travel to Argentina and Japan, is to create a symposium for leaders to share and learn best practices in preventing elder financial abuse. She is also interested in developing women’s leadership.

ORGANIZATION
Wells Fargo Advisors

TITLE
Senior Vice President & Head of Community Affairs

AREAS OF INTEREST
Community Development, Finance, Philanthropy

PROGRAM YEAR
2016

PROGRAM
United States Program

COUNTRY OF ORIGIN
United States

DESTINATION COUNTRY
Argentina; Japan
Sample one-page biography

2016 EISENHOWER FELLOW

USA Program

VANESSA COOKSEY | ST. LOUIS, MO
Senior Vice President & Head of Community Affairs, Wells Fargo Advisors
https://www.wellsfargoadvisors.com

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Professional Highlights:
- Senior Vice President & Head of Community Affairs, Wells Fargo Advisors, 2013 – present
- Senior Director of Community Affairs, Anheuser-Busch, 2011 – 2013
- SUPervalu, Inc.
  - Director of Community and Government Relations / President, SUPervalu Foundation, 2010 – 2011
  - Director of Communications and Community Relations, Save-A-Lot Food Stores, 2008 – 2010
- Cartoon Network
  - Senior Manager of Cause-Related and Multicultural Marketing, 2005 – 2008
  - Marketing Coordinator, CartoonNetwork.com Online, 1999 – 2001
- Webmaster-Editor/Online Communications Manager, Mayor’s Office City of Atlanta, GA, 2003 – 2005

Community Engagement Highlights
- Harris Stowe State University, Trustee
- The Deaconess Foundation, Trustee
- SIFMA Foundation for Financial Education, Board Director
- Indiana University Lilly School of Philanthropy: Women in Philanthropy, Advisory Council Member
- The Links Incorporated St Louis Chapter, Member

Education
- BSc, Radio-TV-Film, University of Texas at Austin, 1999
- MBA, Webster University, 2016

Fellowship Interests
- Meet with industry and academic experts to identify effect public service campaigns to increase awareness of and develop comprehensive policies to prevent elder financial abuse.
- Develop short films and other media to advance positive narratives that support women’s civic leadership.

Leaders bettering the world around them.

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