



Scholar Checklist

What ICFL sends program scholar

- Program confirmation letter
- Invoice (ICFL pays honorarium and travel expenses directly)
- Evaluation form
- Theme and book information (from website)
- Library program schedule
- Role and responsibilities of program scholar
- Copy of the book, if requested

What local program coordinator should discuss with scholar

- Confirm program day, date, and time
- Confirm program location and offer directions, if needed
- Hotel and restaurant recommendations, if needed
- Information about your program: format, number of participants, room set up, etc.
- Discuss what the scholar's role is during discussion. Most are willing to facilitate the discussion. Ask if they will be bringing discussion questions.
- Any feedback about how participants are reacting to book (they like it, don't like it, have questions, etc.). The more information the program scholar has in advance, the better.