Working With the Program Scholar:

LTAI

- **Contact the scholar in advance**: Understand that many are working professors who juggle teaching several courses with their own writing, committee responsibilities, and possibly administrative duties, so they need time to plan their presentation. Call at least one week in advance to discuss the program and what you'd both like to have happen.

- **Share your knowledge** of your participants and their general responses to the books so far:
  - typical turnout
  - likelihood that participants have finished the book
  - how discussions of the theme have developed over the previous weeks, if applicable
  - what the participants seem to prefer in terms of format, e.g., small group discussions, formal presentation from scholar, substantial time in informal give-and-take with group and scholar. Don't be afraid to comment that the group has been asking for more/less information from the scholar-feedback between participants and scholars throughout the program can greatly enhance each meeting

- **Ask for tips** in preparing readers for the next book: You may wish to contact the scholar far enough in advance that you can solicit suggestions for what to share with participants/readers in terms of what to focus on as they read the next book, what topics they should expect to discuss in the group session, etc. This may not always be possible, but orienting readers before they begin to read can help discussions get under way smoothly.

- **Post questions**: Offer to post the discussion questions on the web page or on a library bulletin board where participants can easily access them. This can also help participants focus on certain issues that will make reading more enjoyable and the discussion richer.

- **Provide directions** to the program location and confirm the day, date and time. Provide suggestions for restaurants and hotels if he/she has to drive more than an hour.

- **Send a thank you** note after the program. If you have any participant feedback, include a summary.