

Once the financial arrangements with World Learning, Inc. have been completed, you will be provided with an honorarium of \$200.00 plus a miscellaneous expense allowance to cover taxis or other transportation fees, etc. This funding will be provided via direct deposit to your designated bank account. No funding will be provided to cover any preparation time on your part for this program. Please do not incur any expenses related to this program until you have received notification of funding disbursement from our program administrator, World Learning, Inc.

Please let me know if you want to come to our studio before the start of the program on May 3rd. Our studio is located in the American Pharmaceutical Building at 2200 C St NW, Washington, DC 20037. The building is directly across the street from the Main State Department Building. When you come to our building, please email or call me and I'll meet you in the lobby.

Please let me know if you have any special technical needs, such as the use of a computer.

I have also enclosed a "Virtual Program Release Form" for this event, seeking your permission to make a video/audio recording of the program for possible rebroadcast or posting online. If you choose not to allow such a recording or use of the program, please indicate this accordingly on the form. Please complete the form as soon as possible and scan/e-mail them back to me at QuiggAJ@state.gov.

If you have any questions, please feel free to contact me at 202-632-9241 or QuiggAJ@state.gov. I look forward to working with you on this important program.

Sincerely,



Amanda Quigg
Foreign Affairs Officer
Office of the U.S. Speaker Program
Bureau of International Information Programs
U.S. Department of State