













Local Hospitality Host Form

The **International Visitor Leadership Program** develops tailored cultural programs for visiting international leaders, professionals and students, with members of the local community through our Hospitality Program. Over one hundred and fifty IIEWCC members and local hosts actively contribute to this program each year.

Local Hospitality

The program offers our international visitors an opportunity to experience how we live in the United States. Having a meal and spending time in hosts' homes is often the highlight of the visitors' time in the United States and is an essential component of a valuable, well-balanced exchange. Many of our hosts provide traditional hospitality by sharing a meal in their homes, often inviting friends and family to share in the experience. Some hosts prepare a formal dinner while others order pizza or take-out food.

Locally Guided Interpretive Sightseeing Tours

Sightseeing is another popular component of the Hospitality Program. Hosts commonly take international visitors sightseeing in two ways: For a single visitor and escort or a small group, the host may take the visitors sightseeing in the host's car or lead a neighborhood walking tour. The alternative is to be a "step on" guide narrating a tour on a chartered bus or van that has been hired for larger groups. Sightseeing is a great way for local hosts to share their love of our city with international visitors.

Examples of Hosting Opportunities

- Dinner (cooked or order-in) at your home with family members and friends (1-4 visitors)
- Small Receptions (Drinks & Appetizers) with friends & community members for larger groups (4-15 visitors)
- SF Arts (take visitors to museums, performances, Opera, Symphony)
- Wine tasting, picnics or other destination activities: Golden Gate Park, Angel Island, Sausalito, Tiburon, etc.
- Sporting Events (Baseball, Basketball, Football & College Level)
- Sightseeing: lead a small group in your car or by foot; join a chartered tour bus for larger groups







Date Form Submitted:	[MM/DD/YYYY]				
Please tell us how you learned about IIE and ou	how you learned about IIE and our Local Hospitality Program: ONTACT INFORMATION (page 1)				
NEW HOST CONTACT INFORMATION (page 1)					
Name 1 (Primary Host Contact):					
Name 2 (Secondary Host/Relation):					
*Please place a check mark next to your preferred rescheduled visitors.	method for receiving confirmation and information about your				
Address (Home):					
Home Phone:	Fax:				
Cell Phone (1):	Cell Phone (2):				
Address (Work):					
(1)					
(2)					
* Please place a check mark next to the phone num	Work Phone (2):ber that is best to call you to schedule visitors. We usually call fer this initial contact by email, place a check mark next to your				
Email Address: (1)					
Email Address: (2)					
photos, stories, visitor comments and highlights fro	PIVLPSF or "Like us" on Facebook.com\IVLPSF to see recent om current international visitor leadership programming. If you t us know your screen names so we know to connect with you!				
Twitter (1):	Facebook (1):				
Twitter (2):	Facebook (2):				





Phone: +1-415-362-6520 (Ext. 208)

Email: iiesfmembership@iie.org

Fax: +1-415-392-4667

Web: www.iiesf.org



LOCAL HOSTING: TYPES of ENGAGEMENT (page 2)

Hospital	ity: (⊦	lost visitors in	your home for a meal)						
[I am not ava	ilable						
[□ I am available (circle all that apply):								
		Anytime	Weekdays Only	Weekends Only	Holidays				
I	l am C	OK with being o	alled with short notice	(1-3 days) (Y/N):					
ı	l can a	accommodate	up to	_ guests					
Commer	nts: _								
Sightsee	ing: (Take visitors in	mv vehicle: on a neighl	oorhood walking tour: ic	oin them on their bus/cha	 irtered van)			
_	□ `	I am not ava	•	, , , , , , , , , , , , , , , , , , ,		,			
[I am availab	le (circle all that apply):						
		Anytime	Weekdays (Only Weekends	Only Holidays				
[I have a car	and can accommodate (up to g	guests				
[I can join vis	itors on their bus/van to	o lead sightseeing (appro	oximately 4 hours door-to	o-door)			
[I can lead vis	sitors on a neighborhoo	d walking tour (approxir	nately 4 hours door-to-do	oor)			
Commer	nts:								
Other Actickets for		es/Events: (Ta	ke visitors to Sports Eve	nts; Museums; Picnics; o	or other SF Cultural Activi	ties you have			
		I am not ava	ilable						
[I am availab	le (circle all that apply):						
		Anytime	Weekdays Only	Weekends Only	Holidays				
[I have ticket	s to accommodate up to	o gues	ts				
[Transportati	on: [] Yes, I can pick-u	up visitors in my car and	drive to/from the event;	or			
			[] No, please insti	ruct visitors meet me at	specific location.				
Commer	nts:								







Web: www.iiesf.org

HOST PROFILE (page 3)

Interests: World Regions Please circle the regions from which you are most interested in hosting visitors: Australia/New Zealand Canada/North America Caribbean Central Asia Central Europe China/Taiwan/Korea East Africa Greece/Cyprus/Turkey Eastern Europe India/Pakistan Middle East Latin America North Africa Pacific Rim Russia Southeast Asia Southern Africa West Africa Western Europe Which countries are you interested in from the regions circled and why? (travel, family heritage, study abroad) Are you interested in hosting visitors in a particular professional field or industry? Comments: What languages in addition to English do you speak? Please rank your proficiency level as either: (1) poor/learning; (2) fair; (3) conversational; or (4) fluent Host 1: _____





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Host 2: _____

HOST PROFILE (page 4)

Background: How would you briefly describe yourself?

Professional background/avocation; interests; affiliations; international travel; community engagement or other activities you enjoy doing in your spare time. Please also feel free to attach a bio or profile you already use in a professional capacity:

HOW THE PROCESS WORKS

Once we have your host information in our system we can begin contacting you for upcoming hospitality events based on your host preferences. Once a hospitality event is scheduled we will follow-up with an event confirmation that will include: background information about your guests, transportation logistics and contact details on how you should get in touch with visitors/escorts the day before the planned event.

Visitor Arrival List

Every month IIE releases an updated **Visitor Arrival List** of the upcoming International Visitor Leadership Programs/Professional Exchanges planned for 4 – 6 weeks out.

As one of our hosts, you will receive the most current Visitor Arrival List on the 1st of each month in an electronic or emailed office newsletter. You can also view the list online anytime by visiting our website at: http://www.iie.org/en/Offices/San-Francisco/Community-Engagement

**If you prefer, you may request to have the Visitor Arrival List mailed to you through the US mail.

We encourage you to contact us in advance about any visitors you have a specific interest in hosting!

THANK YOU FOR BECOMING ONE OF OUR LOCAL HOME HOSPITALITY HOSTS!

By engaging in these important cultural exchanges you have the potential to make far-reaching and lasting impressions, positively impacting people from all over the world.

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