EMBASSY PARIS SPEAKERS’ PROGRAM

Thank you for your interest in the U.S. Embassy Speakers’ Program. This program is free of charge for host institutions. Please submit your dates early enough to give us time for administrative formalities.

Please complete the entire questionnaire and return it to our office no later than four weeks prior to the presentation. We will respond with a proposed speaker’s schedule a few weeks before the program. Our program proposal should be reviewed by the requesting teacher and approved by your school administration (Proviseur or Principal).

If our office does not receive confirmation of the proposed schedule one week prior to the date of the presentation, we will assume that you are no longer interested in the U.S. Embassy Speakers’ Program and will cancel the request.

To help us match you with the best possible speaker, please answer these questions in as much detail as possible. All questions are compulsory:

*Académie: --

*Name of Institution: --

*Proviseur’s name, e-mail, and phone number:

*Address of Institution: --

*Teacher’s name: --

*Teacher’s mobile:

*School telephone number: --

*Email address: --

*Preferred topic/s for presentation: Please explain, in a few short sentences, how this request fits into your classroom curriculum and how the topic requested connects to the pedagogical project with the students; how the
students will use this information to better understand U.S. culture/language/civilization in your classroom.

*Preferred date/s: --
Date one --
Date two --
Date three --

*Time of presentation (quelle est l’heure de votre cours?): --
(Our presentations, including questions and answers, last 60-90 minutes).

*Round-trip train schedule: --
(Indiquez les horaires de train complets aller-retour avec les changements s’il y en a en fonction de l’heure de votre cours)

*We expect someone to pick-up/drop the Speaker at the train station. (Please provide name and cell phone of person who will meet the guest speaker.): --

*Format of presentation (lecture followed by questions and answers): --

*Would you like English or French during the presentation: --

*Information on expected audience: --
(Classe, âge approximatif des élèves)

*Number of people expected at presentation: --

*English language fluency (poor, fair, working knowledge, fluent): --

How many students have traveled to the U.S.? --

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*** Please note that we would like photos of the event. We kindly ask teachers to consult with their students on this request beforehand and obtain their approval, as necessary, in advance. Photos may be posted on the public Embassy website and on Facebook. Thanks for your cooperation.
Questionnaires are available on the Embassy Website:
http://france.usembassy.gov

Please email completed questionnaires to ParisEducation@state.gov

Or send to: American Embassy Paris
           Cultural Affairs Office
           Secondary Education Specialist
           2 avenue Gabriel, 75382 Paris cedex 08,
           Tél.: 01 43 12 29 23

Thank you!