MEMORANDUM

TO: Delegates, Third National Conference on Exchange of Persons

FROM: Kenneth Holland

SUBJECT: Workshops and Clinics

The enclosed Preliminary Program lists the topics to be considered in the two "rounds" of workshops and in the clinics. This memorandum is intended to provide some information concerning the purposes, operation, and coverage of these workshops and clinics so that you may reach a decision regarding those which you wish to attend prior to returning the Preliminary Registration Card.
WORKSHOPS

Purpose and Method of Operation

The Workshops are symposiums for informal discussion of problems and achievements in exchanges in particular fields or with particular world areas. We hope that the participants in each workshop will work together to identify common problems and to discuss possible solutions to these problems. Although the workshops are intended also to focus on achievements in the area, we are anxious to avoid time-consuming verbal descriptions of particular programs and activities. In order to minimize the necessity of such reports, the Institute is preparing in cooperation with concerned agencies and individuals a Discussion Outline pertinent to the topic of each workshop. These Discussion Outlines will include background information on the volume and kinds of exchange activities in the area of concern, as well as questions designed to stimulate discussion of some of the major problems.

Each Workshop will open with a brief -- no more than 30 minutes -- panel presentation by four or five experts in the field. A member of each panel will serve as Rapporteur. While resolutions will not be entertained by the Chairman of any panel, recommendations and suggestions will be welcomed.

Nature of Exchange

All Workshops will be concerned with two-way exchange; i.e., with both the receiving of foreign nationals in this country and with the sending of United States citizens abroad. Both academic and non-academic exchanges will be considered in every field where applicable. The kinds of exchange activities to be covered will include both sponsored and non-sponsored exchanges; the kinds of sponsored exchanges to be covered will include both government and private programs.

Level of Exchangee

All Workshops will be concerned with the exchange of both students and practitioners, at varying age levels and stages of training or practice. Generally speaking, the categories of exchangees to be considered in every Workshop where applicable will include: (1) Secondary school students; (2) Undergraduate, graduate, and special students at the university level; (3) trainees; (4) teachers -- including professors and lecturers at both the secondary and university level; (5) researchers; (6) specialists -- exchangees engaged in study or training at the post-doctoral level; and (7) leaders -- persons prominent in the field who go abroad to observe.
COVERAGE OF EACH WORKSHOP

Round I: Thursday, January 29, 2-5:30 p.m.

The first "round" of Workshops will be devoted to a discussion of two-way exchange with all parts of the world in particular fields of study and training or profession. The general theme for this series of Workshops is "Resources for World Progress -- Developing Skills and Knowledge Through Educational Exchange."

1. Agricultural Sciences: Discussion of exchanges in any of the following fields will be considered pertinent: agriculture, agronomy, botany, food technology, forestry, horticulture, husbandry, and plant parasitology. (The level of exchangee may range from farm youth to leaders and specialists in agriculture.)

2. Arts: Creative: Exchanges in creative writing, architecture, the fine arts (painting and sculpture), commercial art (fashion, photography, graphic arts, and industrial arts), and music composition will be included.

3. Arts: Performing: The performing arts covered will include drama, dance, and music (instrumental and vocal).

4. Business and Industry: In addition to discussing problems and achievements in exchanges in such fields as industrial and technical training, business administration (marketing, commerce, management, personnel), accounting, advertising and publicity, and industrial relations, Workshop participants are expected to consider the role of business and industry in sponsoring exchanges.

5. Educators and Administrators: Higher Education: The exchange of professors and administrators at institutions of higher learning in any field of study will be considered.

6. Educators and Administrators: Secondary Education: The exchange of teachers and administrators at secondary schools and teacher training programs will be covered.

7. Labor: Participants are expected to discuss the role of organized labor in sponsoring international exchanges, as well as problems and achievements in exchanges of trade union representatives and workers, and representatives of government ministries of labor.

8. Law: The exchange of pre-law students, students of law, and lawyers in the fields of comparative law, corporation law, insurance law, international law, maritime law, tax law, and trade law will be considered.

9. Mass Communications: Emphasis will be placed on the exchange of leaders and specialists in radio, television, and journalism (daily and periodical publications).
10. Medicine and Health: Fields covered will include medicine, dentistry, nursing, pharmacy, public health, and veterinary medicine; the categories of exchangee considered will include pre-medicai, pre-dental, and pre-nursing students; medical, dental, and nursing students; medical technicians, researchers, and interns and residents, as well as practitioners in all fields of medicine and health.

11. Philosophy and Theology: The role of religious organizations in sponsoring exchanges and in financing overseas institutions, activities, and projects involving the exchange of persons will be considered, in addition to the problems and achievements in exchanges of students, teachers, and specialists in philosophy, divinity, and related fields, such as religious music.

12. Public Administration: The exchange of students, trainees, and leaders and specialists in techniques for establishing and administering institutions and projects.

13. Science and Engineering: Discussion of exchanges in the physical and natural sciences (including atomic science, astronomy, the bio-sciences, chemistry, the geo-sciences, mathematics, statistics, metallurgy, mineralogy, and physics) will be considered as well as exchanges in all fields of engineering (including aeronautical, agricultural, chemical, civil, electrical, electronic, industrial, marine, mechanical, metallurgical, petroleum, sanitary, and textile engineering).

14. Social Sciences: Students and practitioners in anthropology, area studies, demography, economics, history, home economics, information and public relations, political science, psychology, and sociology will be included.

15. Social Welfare and Community Development: The role of private and governmental national and international welfare agencies in social welfare and community development activities will be considered, as well as programs involving exchange of persons in such areas as fundamental education, rural and village development, and social and case work training.

Round II: Friday, January 30, 2-5:30 p.m.

The second "round" of Workshops will be devoted to a discussion of two-way exchange between the United States (including Puerto Rico) and particular geographic areas. The general theme for this series is "Meeting National Needs Through International Exchange." By "meeting national needs" is meant "meeting economic and social needs through trained manpower of both the United States and other nations," although this may apply in greater or less degree in particular workshops.

1. Africa: Exchanges with the countries of Africa south of the Sahara Desert, including the Union of South Africa, will be covered.

2. Western Europe: The Workshop on Western Europe will cover Iceland and the Scandinavian countries, Ireland, and continental Europe south to Spain and Greece and east to Austria and Germany. The United Kingdom and Turkey are excluded.
3. Eastern Europe and the Soviet Union: The countries of Eastern Europe to be covered include Albania, Bulgaria, Czechoslovakia, Hungary, Poland, Rumania, and Yugoslavia.

4. Latin America: Countries included are those in the Caribbean area, Central America, Mexico, and South America.

5. Middle East: This Workshop will consider exchanges with the countries of North Africa and the Middle East, including, on the south, the Arabian Peninsula; on the east, Afghanistan; and, on the north, Turkey. Israel will be included but Pakistan will be considered in the Workshop on South and Southeast Asia.

6. Northeast Asia: Areas covered will include Hong Kong, Japan, Korea, Taiwan, and the Ryukyu Islands.

7. South and Southeast Asia: Territories included will be Burma, Cambodia, Ceylon, India, Indonesia, Laos, Malaya, Nepal, Pakistan, Philippines, Singapore, and Thailand.

8. United Kingdom, New Zealand, and Australia: This Workshop will discuss exchanges with the United Kingdom, Australia and New Zealand, as well as Canada.

CLINICS

The Clinics will meet on Friday, January 30th, from 9:30 a.m. to 12:30 p.m. They are intended to provide an opportunity for informal counseling on administrative techniques and operational problems and also, in some instances, for an exchange of information on the subject of the clinic. Each Clinic will be staffed by persons with expertise in the selected topic. Participants are encouraged to raise any questions which they may have in the area of techniques or operation.

1. Government regulations affecting international exchange: Regulations of the United States Government and foreign governments which affect international exchange will be considered.

2. Recruitment and selection of the exchangee: Techniques for the recruitment and selection of both foreign nationals and United States exchangees under academic and non-academic programs will be considered.

3. Language preparation and testing: Problems may be raised in relation to the foreign language preparation and testing of both United States and foreign nationals.

4. Evaluation of credits for study abroad and placement of exchange students: Although consideration will be limited to academic exchanges, both foreign and U.S. students are to be included.
5. Orientation for international exchangees: Techniques of pre-arrival, post-arrival, and pre-departure orientation for United States and foreign nationals will be considered.

6. Campus programming for foreign students: This Clinic is to consider the planning and administration of programs of extra-curricular activities at United States educational institutions for students from abroad, as well as short-term "leadership training" programs for foreign student leaders.

7. Techniques of evaluating exchange programs: This Clinic will offer an opportunity to review what is being done in the field of evaluation of cross-cultural relations as well as an opportunity to discuss techniques for evaluating the success or failure of particular programs in relation to their stated goals.

8. Continuing relationships with the returned exchangee: The question of how to continue the educational process for the returned foreign or U.S. exchangee will be considered as well as techniques for follow-up and continuation of contact, between the sponsor or host institution and the returned exchangee.

9. Training Americans for international responsibilities: This Clinic will offer an opportunity to review current programs and techniques for training United States citizens for study, training, or work abroad.

10. Exchanges of teen-agers and young people: A Clinic for the discussion of special problems arising in the exchange of teen-agers and young people in varying fields, including both U.S. and foreign youth and secondary students.

11. Programming for leaders, specialists, and professors: Resources and techniques for planning and carrying out programs of travel and observation for U.S. and foreign leaders, specialists, and professors will be discussed.

12. Community hospitality for the foreign visitor: This Clinic will be devoted to a discussion of goals and operating techniques in planning United States community hospitality programs for the foreign visitor.