



East-West: The Art of Dialogue
An initiative of the Shafik Gabr Foundation (US)

The Gabr Fellowship Handbook



Table of Contents

I.	Policies, Rules and Regulations
	A. Safety, Medical Issues, and Emergency Protocol.....
	B. Travel Policy.....

	C. Fellowship Policies.....

	D. U.S and Foreign Laws.....

II.	Administrative

	A. Program Changes.....

	B. Program Reports.....

	C. Program Meetings.....

III.	Action Projects

	A. Requirements and Expectations.....
IV.	Contact Information

	A. Administration.....

	B. Social Media.....

	Appendix A: Packing List.....

Appendix B: Culture Tips and Arabic
Phrases.....
Appendix C: Fellow Conduct
Form.....
Appendix D: Legal
Waiver.....

Welcome

This handbook has guidelines, policies and attempts to set expectations and answer general questions. The Foundation Staff are excited to work with you to help make the process as smooth as possible

I. Policies, Rules and Regulations

A. Safety, Medical Issues and Emergency Protocol

General Safety Information

While there is no single resource that can fully prepare you for a visit in a foreign country, there are a number of resources available to advise you on how to stay safe while overseas. The United States Department of State maintains a website that contains a number of useful pages including consular information sheets and current information on such items as travel warnings, U.S. Customs and many other topics.

Political Demonstrations

What may seem like a peaceful gathering can quickly escalate; and being a foreigner can, at times, exacerbate problems. You should avoid demonstrations in all instances and avoid taking photos of politically sensitive events, locations, and landmarks.

Harassment

Sexual harassment can be defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. Although sexual harassment does not often put the victim in the way of physical assault, it can be used by potential perpetrators to test the boundaries of potential victims. Therefore, due to security concerns, it is the Foundation policy to **have foreign Fellows ALWAYS be accompanied by local Fellows (either in Egypt or the US) for any activities other than official meetings and visits.**

Medical Issues While Overseas

Fellows should have with them all the necessary medications if they are suffering from special medical conditions. It is also encouraged for Fellows to bring medicines for headaches, flu, digestion and diarrhea.

B. Travel Policy

Travel Arrangements

The Foundation will be responsible for all travel arrangements during the Fellowship Program dates. Fellows are not allowed to travel in early or stay later. All tickets will originate and terminate in your home airport. The Foundation will be responsible for air and ground transportation for the duration of the program. The Foundation will only cover the flight tickets from and to the main airport, as well as bus transportation to and from the Fellowship-related meetings and cultural visits. Transportation will always be as a group with guides, administration and security.

Note: US Fellows are responsible for their transportation from their home states to JFK airport in New York and back.

The Foundation will also register all foreigners with their home embassy while they are in country. The US participants will be registered and visit their embassy while in country and the Egyptians will be registered with their embassy while traveling within the US. You must have a valid passport that must not expire for at least 6 months after you complete the Fellowship.

Accommodation

The Foundation will cover all accommodation costs arrangements during the Fellowship dates. Once the accommodation arrangements are finalized, details and contact information will be circulated.

C. Fellowship Policies

In cases in which political instability or other circumstances existing in the host country threaten the personal safety and security of the Fellow, the Foundation reserves the right to require that a Fellow leave a country if safety issues require and terminate the program.

Packing List

Please see Appendix A for a suggested packing list and Appendix B for cultural tips and Arabic phrases. Be aware of baggage weight rules. Excess baggage and overweight baggage fees are the sole responsibility of Fellows throughout the trip.

(Generally costing is from USD \$60-\$110).

Rooming

All Fellows will have roommates during the Fellowship. Roommates will be assigned by the Foundation staff and will always be same-sex pairings. Predominantly Egyptians and US/Foreign will always be paired together unless there are travel arrangements that do not allow. This is meant to add to the opportunity for exchange of additional experiences and more intimate conversations.

Phone and Internet

It is strongly encouraged that you update your cell phone plan to allow for international calls or purchase a local line in case of emergency. Many places have Wi-Fi, however, it should not be counted on. The Foundation will **NOT** reimburse individuals for the cell phone bills or calls. The hotel will have internet, but could potentially be the Fellow's responsibility to pay the additional cost for internet as an incidental. It is encouraged to perhaps have a prepaid phone that works internationally if you are concerned about communication.

D. U.S. and Egyptian Laws and Fellow Conduct

Official Policy

Possible grounds for termination of Fellowship participation include violation of any law of the United States or The Arab Republic of Egypt. You are subject to the law of your country or the host country and are reminded to act with respect and abide to the internal rules of that country and the code of ethics.

What this means and why: You must comply with the laws of the United States and The Arab Republic of Egypt. In addition, when you are in a foreign country, you are subject to its laws. If you violate the laws of the United States or The Arab Republic of Egypt, you will be terminated from the program immediately and your Fellowship status will be revoked, which means that you would no longer be considered a Gabr Fellow and that you would need to refund all Foundation funds that had been issued.

Fellow Conduct

Please read and sign the Fellow Conduct and Legal Waiver and return via email at sarah.elzeini@shafikgabrfoundation.org or salmasalem@shafikgabrfoundation.org before your departure. **These are mandatory forms.** If you have any questions about the forms please reach out to the Foundation Staff directly.

II. Administrative

A. Program Changes

Program Changes

The Foundation reserves the right to make changes to the agenda or program at any time. This could be due to scheduling conflicts, speaker availability, security or variety of other reasons.

Early Withdrawal

Early Withdrawal from the program, if not approved by the Foundation Staff, will result in being removed from the program all together **in addition to financial penalty.**

B. Program Reports

While participating in each travel section of the Fellowship, participants will be asked to provide 2-3 personal statements about their experiences. They may also be asked to be interviewed, used in media and marketing materials and/or post to social media sites. It is expected that Fellows participate in a timely manner and turn around all requests within 24 hours. Please submit all items to Foundation Staff before releasing.

C. Program Meetings

Structure and Logistics

Program agendas are finalized and will be distributed before travel, for Fellows to be prepared prior to all meetings. Typical days consist of travel to meetings, historic sites, company visits, panel discussions, team building and discussion meetings.

Timeline

Fellows can expect a busy schedule that can go between 7:00am to 10:00pm every day. There is little time for personal down time, so please ensure you are prepared for an intense “**boot camp style**” program.

Dress Code

For all meetings and seminars Fellows are required to be dressed in business attire. For women, dresses, long sleeves, pantsuits, closed-toe shoes. Please cover appropriately for site visits to all religious sites. NO SHORTS for women or men. For site visits Fellows will be allowed to dress comfortably.

Agenda

Day by day agendas and speaker biographies will be passed out in advance of the week’s activities so Fellows can familiarize themselves with the speakers and the meetings/activities planned. Please note there are many meetings and only a short period of time to accomplish them all so often days are very long. Please be prepared for 15 hour days of activities and meetings.

Please visit our website, for more information about the Fellowship

www.eastwestdialogue.org

Download the Fellowship Brochures, for more information on previous Fellowship agenda, speakers, Gabr Fellows, program details.

[Download 2013 Fellowship Brochure](#)

[Download 2014 Fellowship Brochure](#)

[Download 2015 Fellowship Brochure](#)

III. Action Projects

A. Requirements and Expectations

A key element of the East-West: *The Art of Dialogue* initiative, in addition to the cultural exchange, is the collaborative action projects, delivered by the Gabr Fellows. Working in collaborative teams comprising of both Egyptian/Arab and Foreign delegates, the Fellows will draw on their collective expertise as well as experience gained through the exchange program to initiate action projects which aim to confront common challenges facing both

Eastern and Western societies alike. The action projects will set out to achieve the goals of the East-West: *The Art of Dialogue* initiative, that is, to impact upon the cultures in question by addressing the challenges in these societies and effecting positive action in sustainable ways, which will ensure the program's sustainability and impact well beyond the term of the exchange. The projects also serve as a tool to broaden the impact the Gabr Fellowship has on the Fellows' peers, communities and societies, with the goal of sustainable and long-term bridge building across both the East and the West.

B. Structure

In accordance with the Fellowship's mission statement, Gabr Fellows must collaborate in groups comprising of both Egyptian and American/Foreign individuals. There will be opportunities to discuss project ideas and form groups during the first exchange. It is imperative that each group has time to define and modify projects. During the Egyptian exchange, a date will be selected for groups to present their action projects. It is important that the Fellows continue working on their project while traveling to the United States and that they continuously adhere to the project outline, objective, timeline, deliverables and budget. Fellows will present their final action project plan at the end of the US trip.

It is the Fellows' responsibility to raise the first 50% of their funding from donors of their choice, providing this choice is acceptable to the Foundation. In addition, the execution of the collaborative projects must be within 6 months of initiation and not later than 1 year after the closure of the Fellowship program. Fellows will be required to submit quarter status reports on the progress of their project and attend check-in meetings with the designated Foundation team, either in Egypt or the US, to review, discuss and get the Foundation team's approval before execution.

C. Funding

It is up to each group to independently seek out the initial funding for their action project. Once the group has secured a 50% funding from external sponsors, a final proposal with budget line items should be shared with the Foundation Team. Upon approval, The Foundation will fund the additional 50%. In-kind funding will be accepted, but **The Foundation will match CASH FUNDING ONLY!**

The Gabr Fellowship final projects will receive 50% funding of the total project budget, by complying with the following:

- Each Project MUST include both Egyptian and American Fellows, as well as, in some cases, other nationalities
- The Fellows MUST secure at least 50% of their total funding from a source deemed acceptable by the Foundation Team
- Each Project MUST be accredited/referred to as "The Gabr Fellowship Action Project" in all communications with sponsors or third parties
- The Fellows MUST submit a quarter report to the Foundation Team
- The Shafik Gabr Foundation team MUST be aware of other partners/sponsors involved in the project and their role in the execution process and these partners/sponsors must be approved by the Foundation Team

- Any additional items to be added to the budget after the Foundation approval may not be subject to funding (full or part) by the Foundation
- Projects must be executed within 6 months of initiation
- Projects can be for non-profit or for profit causes. In the case of the latter, Fellows have the right to profit from the project only once any funding has been repaid in full
- If a project is not completed within 12 months, or if any of the above points were not adhered to, The Shafik Gabr Foundation has the right to withdraw its funding towards the Action Project.

D. Project Completion Reward

The Shafik Gabr Foundation will set a financial reward for successfully implemented projects that meet the above criteria. The reward will be given after thorough evaluation from the Foundation Board. Successful projects will also be highlighted in Cairo and Washington, DC. Fellows that successfully complete their projects will be awarded with a Fellow Ambassadorship position and a financial reward.

Projects that meet the Foundation's mission of building bridges between the East and West will be recognized in local and international media to create awareness around the East-West: *The Art of Dialogue* initiative and the Foundation's mission.

IV. Contact Information

A. Administration

Administration Official Contact Information

The Shafik Gabr Foundation (US)
1101 17th Street, NW, Suite 1220
Washington, DC 20036
Email: eastwest@shafikgabrfoundation.org

Staff and Coordinator Member Contact Information

Salma Salem, Senior Strategic Advisor to the Chairman
Email: salmasalem@shafikgabrfoundation.org

Sarah El Zeini, Director at the Shafik Gabr Foundation (US)
Email: sarah.elzeini@shafikgabrfoundation.org

US Embassy in Cairo, Egypt

The Embassy of the United States of America Embassy
5 Tawfik Diab Street
Garden City, Cairo, Egypt
Phone: +2 (02) 2797 3300 Fax: +2 (02) 2797 3200

Egyptian Embassy in US

Embassy of Egypt in Washington, D.C.
3521 International Ct NW
Washington, DC 20008
Phone: +1 202-966-6342

APPENDIX A

SUGGESTED Packing Checklist

- DON'T FORGET your passports. We suggest making a few photocopies of it and bring a driver's license for backup.
- Prepare for business attire for all meetings and sessions.
- Prepare for smart casual clothing and hot temperatures for site visits (Egypt).
- Bring personal medications as well as headache medication and diarrhea medication.
- Bring power adapters for cell phones, laptops, hairdryers, etc.
- Know that we will be flying domestically within each country, therefore plan packing liquids such as shampoo, conditioner, moisturizer, etc. knowing that anything over 3oz (in U.S.) must be in checked luggage or else will be discarded by Security.
- As we will be traveling consistently throughout the trip, doing laundry will be difficult and very expensive at hotels. Please pack enough clothing for a 2-week trip without having to do laundry, being aware that the vast majority of your days and nights will require business attire.
- Suggest comfortable shoes for walking during site visits.
- Women- must be properly covered when visiting religious institutions. For American women, we suggest bringing a silk scarf or the like.
- Bring a hat and sunscreen for the site visits as many will be in the desert with very hot temperatures and a beating sun above.
- Bring a camera.
- Bring a notebook and pen.
- Bring an ATM and/or Debit Card or cash to exchange money and for emergencies.
- Advise your bank of the dates you will be abroad to avoid the bank blocking your card for unusual transaction.

APPENDIX B

Culture Tips and Arabic Phrases

Egypt is a Middle Eastern country and has Middle Eastern customs. Egypt is located in North East Africa, with a population of 90 million people. Cairo is the Capital with a population of 17 million. The climate is desert, hot and dry summers, with moderate winters. Ethnic makeup is Eastern Hamitic stock (Egyptians, Bedouins, and Berbers) 99%, Greek, Nubian, Armenian and other European (primarily Italian and French) 1%. The main Language in EGYPT is Arabic. The religion in the country is Muslim (mostly Sunni), Coptic Christians and the others represent around 10 %. Islam is practiced by the majority of Egyptians and governs their personal, political, economic and legal lives.

In general, Egyptians are most accommodating and they will go out of their way to help you and respond to any questions you have. Most Egyptians require little personal space and will stand within inches of you to talk. You will find that whenever you start talking with an Egyptian, you will inevitably draw a crowd, and often the Egyptians will start discussing among themselves over the correct answer to a question.

Etiquette & Customs in Egypt

Greetings are based on both class and the religion of the person. It is best to follow the lead of the Egyptian you are meeting. Handshakes are somewhat limp and prolonged, although they are always given with a hearty smile and direct eye contact. In any greeting between men and women, the woman must extend her hand first. If she does not, a man should bow his head in greeting.

You should demonstrate deference to the most senior person in the group, who will also be their spokesperson. This is a country where hierarchy and rank are very important.

Sundays are typical working days in Egypt, so everything will be open. Friday, on the other hand, is the primary prayer day, so anything official, such as a bank or a post office, is closed. Many shops and attractions are also closed on Fridays, so plan in advance and confirm if the place you want to visit will be open that day. Avoid talking about religion or insulting Islam. If you're going to visit a mosque or other major religious place, and you're a woman, cover your hair with a scarf or shawl as a sign of respect.

Although shopping centers and major stores have fixed prices, haggling is expected in outdoor markets and shops, which can be confusing and intimidating to visitors. Don't let this practice discourage you from dealing with the locals; haggling can be an enjoyable experience, and it's part of the culture of Egypt.

Common Arabic Phrases:

Welcome:	ahlan wa sahan
Hi/Hello:	as-salām 'alaykum
Good Morning:	ṣabāḥul ḵayr
Good After Noon:	masā' al-ḵayr.
Thank you:	shukran
Goodbye:	Ma'a salama
Fine:	Kiwayess
Yes:	Aiwa.
No:	La
How are you:	Izayek
Sorry:	Assif

APPENDIX C

Shafik Gabr Fellow Code of Conduct

Purpose:

The purpose of this policy is to provide a code of conduct for the Gabr Fellows.

Fellows **MUST** adhere to the policies hereunder:

Professional and personal behavior shall be maintained, where Gabr Fellows MUST:

- Show respect to Shafik Gabr Foundation staff members, speakers, guests and other Fellows
- Fully cooperate with Foundation staff, volunteers, speakers and site visits' staff
- Commit to the program free from discrimination and harassment
- Commit to adhering to the stated dress code (Formal Dress code is required during ALL speaker meetings)
- Fully accept and commit to an intense, not for leisure, daily program schedule
- The Fellowship is fully funded by the Shafik Gabr Foundation. Therefore, Fellows are expected to conform with the provided accommodation, meals, transportation ... etc.
- Collaborate with peer Fellows to create and complete their action projects
- Attend ALL scheduled meetings, events, tours, seminars and visits (NO exceptions will be allowed, except for medical excuses)
- BE ON-TIME for all departures (meetings, visits, meals ... etc.) Late Fellows will not be allowed to attend the meetings and will be requested to stay at hotel or take a transfer on their own expense to the next meeting.

Date: _____

Printed Name: _____

Signature: _____

APPENDIX D

GABR FELLOWSHIP

PARTICIPANT RELEASE

THIS IS A RELEASE OF LEGAL RIGHTS **READ AND UNDERSTAND BEFORE SIGNING**

Hereunder, the "Foundation" is understood to refer to The Shafik Gabr Foundation, a Delaware corporation, and its directors, officers, employees, agents, and representatives.

The undersigned participant _____ has applied and been accepted for the Gabr Fellowship, "East-West: *The Art of Dialogue*," as a Gabr Fellow. The purpose of the Gabr Fellowship is to (i) sponsor exchanges between young and mid-career Middle Eastern and Western leaders in multiple disciplines in order to provide unique insights and to develop professional and personal relationships, and (ii) enable participants with similar career specializations to work jointly with each other to leverage the exchange experience in their communities. The Gabr Fellowship will be divided between a U.S. component that will take place in the United States and an Egyptian component that will take place in Egypt. The Foundation will sponsor and facilitate Participant's travel to, in, and around the United States and Egypt. The Gabr Fellowship, including both the United States and Egyptian components, all travel to and from destinations and all activities conducted in connection with the Gabr Fellowship are referred to collectively as the **"Program."**

In consideration for the Foundation facilitating the Program, the Participant hereby acknowledges and agrees as follows:

1. VOLUNTARY PARTICIPATION

Participant acknowledges that participation in the Program is entirely voluntary.

2. RISKS OF INTERNATIONAL TRAVEL

(a) Participant understands that participation in the Program and international travel involves certain risks and hazards. These include, without limitation, the hazards of traveling in undeveloped areas; travel by train, plane, automobile, or by other means, which may not be operated or maintained to standards familiar to Participant; natural disturbances; civil unrest; terrorism; accident or illness without access to evacuation or medical attention; physical exertion for which Participant is unprepared; negligence by Program participants or others; or other factors known or unknown. The countries in which Participant will travel may have different health and safety standards, and Participant recognizes that Participant may be subjected to potential risks, illnesses, injuries and even death. Participant understands these risks and assumes them knowingly and willingly.

Initials _____

(b) Participant acknowledges that while traveling in cities abroad, Participant may experience problems associated with urban life, including increased crime, pollution, high population density or similar factors. Participant acknowledges that it is Participant's responsibility take precautions to protect Participant's health and safety, and to protect Participant's personal belongings from damage or theft. Being alone, especially at night, may present additional danger to Participant's safety and well-being.

(c) Participant understands that the Foundation assumes no responsibility for any injury, accident, illness, or disability suffered by participant during the Program, or for conditions that Participant will experience during Program. Further, Participant understands that the Foundation assumes no responsibility for Participant's personal effects, either in transit or at final destinations.

(d) Participant has read and understands the information on the State Department website at: <http://egypt.usembassy.gov/sm-03062015.html> about the country or countries to which Participant is traveling, including the U.S. Department of State Consular Information Sheet 11d, the State Department Travel Warnings (if applicable). Participant has also reviewed the CDC health advisory information relating to travel abroad found at <http://wwwnc.cdc.gov/travel>. Participant understands that it is Participant's responsibility to maintain contact with the local Embassy of Participant's home country for any and all bulletins pertinent to the health, safety or welfare of citizens of Participant's home country who are visiting or living abroad.

(e) Participant is aware that the U.S. Department of State Bureau of Consular Affairs issued a travel alert regarding Egypt on March 6, 2015, <http://egypt.usembassy.gov/sm-020815.html> and Participant has read and understands this warning. Participant is also aware that additional travel alerts or warnings may be issued in the future and Participant understands that it is Participant's responsibility to remain informed about any such future travel alerts or warnings.

3. MEDICAL CARE

Participant is aware that medical services or facilities may not be readily available or accessible during some or all portions of the Program. Participant agrees that the Foundation and each of its principals, guides and agents are not "responsible" for the adequacy or availability of any medical equipment or supplies, or any first aid or medical care, and are not liable for the negligent provision of first aid or medical care by it, its agents, any physician, any other person. Participant will be solely responsible for payment in full of all costs of medical care that Participant may receive while participating in the Program.

4. TRAVEL ARRANGEMENTS

Participant understands that the Foundation does not represent or act as an agent for, and cannot control the acts or omissions of, any airline, transportation carrier, hotel, tour organizer or other provider of food, goods or services for the Program.

Initials _____

5. RELEASE

Knowing the risks described above, Participant agrees, on behalf of himself/herself, Participant's family, heirs and personal representative(s), to assume all the risks and responsibilities in connection with Participant's participation in the Program. To the maximum extent permitted by law, Participant releases, holds harmless and agrees to indemnify the Foundation and each of their directors, officers, employees, agents, and representatives, from and against any present or future claim, loss, liability or injury to person or property which Participant may suffer, or for which Participant may be liable to any other person, in connection to Participant's participation in the Program (including periods in transit to or from any destination), resulting from any cause whatsoever, including but not limited to ordinary or gross negligence.

Participant has carefully read and freely signed this Release. Participant understands and agrees that no oral or written representations can or will alter the contents of this document. Participant agrees that this Release shall be governed by the laws of Washington, D.C., which shall be the forum for any lawsuits filed under or incident to this Release for the Program.

6. Media and Publications

During the Fellowship, the event organizers will be filming and/or photographing the proceedings such as workshops, plenaries, social events and other activities. These materials are used in the development of educational materials, marketing and communication purposes including future events, reports and other materials at the Foundation's discretion. The organizers reserve the right to publish any such photographs, audio recordings, and video recordings without obtaining further consent from any participant. Each participant releases the organizers and their representatives from any liability in connection with any such use of photographs, audio recordings, and video recordings.

The East- West Art of Dialogue, takes every reasonable precaution in protecting your privacy. Please be aware that you may be filmed, photographed or recorded.

7. Penalty for Early Withdrawal

Fellows may be liable to repay the cost of the fellowship for early withdrawal or failing to complete both portions of the Fellowship in the US and Egypt. Fellows must commit to the full portion of the trip in both countries, or will be personally responsible for the cost of the program.

Date: _____

Printed Name: _____

Signature: _____