



East-West: The Art of Dialogue
An Initiative of the Shafik Gabr Foundation

The Gabr Fellowship Handbook: Policies and Guidelines



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Welcome

This handbook is divided into two chapters. The first contains policies, rules, and regulations for the Fellowship and is binding. The second section contains guidelines and guidance for incoming cohorts of Fellows, including a packing list and contact information. This document also includes three waivers to sign after reading through the document.

Once you have read through the full handbook, please submit all three documents in the appendix section to Courtney Joline, Executive Director (US) at Courtney.joline@shafikgabrfoundation.org and Eman Saleh, Executive Director (Egypt) at eman.saleh@shafikgabrfoundation.org. The Directors look forward to working with you to help make preparation as simple as possible. For more information, please visit our website: www.eastwestdialogue.org.

For more information on previous Fellowship agendas, speakers, Gabr Fellows, and program details, download the Fellowship Brochures.

[Download 2013 Fellowship Brochure](#)

[Download 2014 Fellowship Brochure](#)

[Download 2015 Fellowship Brochure](#)

[Download 2016 Fellowship Brochure](#)

CHAPTER (I)

I. Fellowship Policies, Rules, and Regulations

A. Travel and Accommodation

Travel Arrangements

American Fellows will fly to Cairo out of JFK Airport in New York City and Egyptian Fellows will fly together out of CAI Airport in Cairo to New York City. **Fellows are responsible for their travel to and from these departure locations.**

All other travel arrangements will be covered by the Foundation, including flights to and from the arrival cities and bus transportation to and from Fellowship-related meetings and cultural site visits. Fellows are not allowed to travel in early or stay later (the only exception will be if the Fellows have meetings pertaining to their Action Projects. These will be reviewed on a case by case basis).

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

Passports

You must have a personal passport valid for at least six months. You are only allowed to travel on personal passports. No official or diplomatic passports will be accepted.

Registering at the U.S. and Egyptian Embassies

The Foundation will register all foreigners with their home embassy while they are in country. The U.S. participants will be registered and visit their embassy while in country, and the Egyptian Fellows will be registered with their embassy while traveling within the U.S.

Accommodation

The Foundation will cover all accommodation costs during the Fellowship dates. Details and contact information will be circulated shortly after all accommodation arrangements have been finalized.

Rooms

All Fellows will have roommates during the Fellowship. Roommates will be assigned by the Executive Directors and will always be same-sex pairings. Room pairings will include an Egyptian and U.S./Foreign participant. This is to foster the fellowship objectives and promote even more dialogue and conversation. **There will be no exceptions.**

B. Phone and Internet

The Foundation will **NOT** reimburse individuals for cell phone bills or calls. The hotel will have internet access, but it will be the Fellow's responsibility to pay for any additional cost for internet usage. 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. If you wish to purchase an international SIM card at the airport on arrival, you may at your own expense.

C. Medical and Health

Health

The Foundation will not be responsible for purchasing or providing you with international health insurance plans while you are traveling. It is strongly encouraged that you check your insurance plan to see that it covers international medical coverage, and if not, purchase week-long coverage. However, the Foundation will reimburse any medical expenses in the event of an emergency that occurs during the Program. These include allergic reactions, food poisoning, and other unexpected occurrences.

Medical Issues While Overseas

Fellows should have with them all the necessary medications if they have special medical needs. It is also encouraged for Fellows to bring medicine for headaches, flu, digestion, and/or diarrhea. If an issue does arise, Foundation staff will arrange medical care and medicine if necessary.

D. 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 a variety of other reasons. Foundation staff will communicate any changes directly to Fellows in a timely manner.

Early Withdrawal

Early withdrawal from the program, if not approved by the Executive Directors, will result in being removed from the program all together and may result in a financial penalty to cover costs incurred.

E. Fellows Conduct in Accordance with U.S. and Egyptian Laws

Official Policy

While participating in the Gabr Fellowship, you are subject to the law of your country and the host country. All Fellows are expected and required to act with respect and abide by the internal rules and code of ethics of each country.

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. You would no longer be considered a Gabr Fellow and you will be asked to refund all costs associated with your participation up until the point of termination.

Fellow Conduct

Please read and sign the Fellow Conduct and Legal Waiver found in the Appendix and return it to the Executive Directors. If you have any questions about the forms please reach out to your country's Executive Director. **This is a mandatory form and you will not be able to participate in the Fellowship without submitting it.**

F. Meetings and Agenda

Timeline

Fellows can expect an intense schedule that can start from 7:00am and end by 10:00pm every day. There is little down time, so be prepared for an intense “**boot camp style**” program that can have up to 15 hours of meetings and events per day.

Meeting Etiquette

The Shafik Gabr Foundation places a high level of value on etiquette and protocol throughout the whole program. Your demeanor should be respectful and considerate. You may ask questions on controversial topics, but make sure to address speakers in a professional and tactful manner. Out of respect to the speaker and your fellow peers, you may not call out during meetings and interrupt anyone.

It is very important to show interest in the meeting and acknowledge the speakers and your fellow peers' input. Prepare at least one question in advance to ask each speaker. It may help to take notes on paper during the meetings and sessions. Please note that voice recordings are strictly prohibited. Every meeting operates under [Chatham House Rules](#), meaning no speaker can be directly attributed for any comments he or she makes.

Dress Code

For all meetings and seminars, Fellows are required to be dressed in business attire. For women, this means dresses with a suit jacket or blazer, long sleeves, pantsuits, and closed-toe shoes. For men, this means suits. Please cover appropriately for visits to all religious sites. Shorts for men or women are prohibited. For cultural site visits, Fellows will be allowed to dress casually, meaning jeans and T-shirts. The Executive Directors will tell Fellows in advance when casual attire is allowed and appropriate.

Guidelines on Agenda Structure and Logistics

The program itinerary and speaker biographies will be sent to all Fellows prior to travel out of their home country and a hard copy will be handed to them upon their arrival on the first day of each country program. Use the travel time to develop questions for each speaker. Any changes in the program will lead to a new agenda being created and distributed to Fellows.

G. Marketing Materials Consent

While participating in 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 social media postings. It is expected that Fellows participate in a timely manner by turning around all requests within 24 hours. **Please submit the legal release form found in the appendix section to the Executive Directors. This form is mandatory and you cannot participate in the program unless you have submitted this document.**

H. Safety and Emergency Protocol

General Safety Information

While there is no single resource that can fully prepare you for a visit to a foreign country, there are a number of information portals 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 and U.S. customs guidelines.

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

Political Demonstrations

What may seem like a peaceful gather can quickly escalate. 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. Foundation Directors will advise if any Fellow has questions about what constitutes a politically sensitive event or landmark.

Harassment

Sexual harassment can be defined as unwanted sexual advances or visual, verbal, and/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 U.S.) for any activities other than official meetings and visits.**

I. Action Projects

Purpose of the Action Projects

The Action Projects serve as an extension of the Fellows' experiences following their participation in the Egypt and U.S. exchange programs. Upon successful completion of the Gabr Fellowship, Fellows are expected to act as ambassadors for the initiative and its values.

Benefit of Action Projects Completion

The Action Projects empower Fellows as bridge builders and allow them to create new and innovative avenues for people in their communities, networks, and beyond to learn and engage with another community's culture and worldviews. Through these projects, Fellows will be able to build upon what they learned and have a direct impact in dispelling myths, facilitating ongoing dialogue, and creating new means of cross-cultural communication. The Action Project is a concrete, tangible, and more formalized way to expand their experience for themselves and others by action and example, rather than merely through words.

Action Project Topics and Ideas

The Foundation welcomes any Action Project proposal that clearly demonstrates a well thought out strategy of engagement and cooperation. Listed below are some suggested topics to build an Action Project around and ones to avoid.

Please note that while the Fellowship does include visits to religious sites in both countries and engagement with political parties and leaders, Action Projects should stay away from these topics areas. The focus should be on uncontroversial, tangible topics that do not infringe on anyone's private life and that anyone could appreciate and potentially relate to publicly.

Suggested Topics:

1. Cultural sites and the arts (Pyramids, the Metropolitan Museum of Art, the Egyptian Museum, dance, musical tradition, film and literature)
2. News media
3. Education
4. Sports
5. Perceptions: changes before and after the Fellowship
6. Cultural traditions and daily life
7. Business and trade
8. Cooking
9. Health
10. Economics

11. Marketing
12. Film

Topics to Avoid:

1. Religion
2. Political controversy
3. Wars

In the past, Fellows have created an array of projects, including online newsletters, YouTube/ Vimeo channels, book clubs, virtual networking groups, sports camps, film series, and more. To learn more, please review previous years' brochures on the Foundation website.

Projects can be philanthropic/ not-for-profit or commercial in nature. If Fellows wish to receive any funding assistance from the Foundation, which is an option but not an obligation, then not-for-profit projects' budgets should not exceed \$30,000.00, of which 50% is raised by the Fellows, and for commercial action projects, the budget should be a maximum of \$200,000.00, of which 50% is raised by the Fellows. The Foundation will then match whatever funding is received within those limitations. Any additional items added to the budget after the Foundation approves the project will not be eligible for match funding. Approval guidelines will be discussed later in this section.

Guidelines for Action Project Proposal

All applicants are required to submit an Action Project proposal following the guidelines and layout listed below.

- The proposal should be no more than 3 pages maximum
- The font should be Times New Roman in size 12 font
- The proposal should include the following sections:
 - Name of Project
 - The Challenge – Describe the problem or issue that your proposal will address
 - Project Overview – Briefly summarize the project
 - The Goals – Address the short and long-term goals
 - Population Served – Define who specifically the audience is
 - Potential Partnerships – Identify groups that could either provide potential funding support or serve as an implementing partner
 - Project Milestones – Address the different phases that will lead to successful implementation
 - Expected Outcomes – Outline the aftermath of successful project implementation
 - Metrics for Success – Identify how you define successful implementation
 - How the project contributes to the Foundation's mission – Identify the ways in which the values of the Foundation are embedded in the project
 - A preliminary budget should be included with the proposal. **Note that this is not included in the 3-page limit**

The Do's and Don'ts of the Action Projects

Fellows are given creative license and ownership over their projects, but the Executive Directors and Chairman reserve the right to request changes, provide feedback, and/or refuse an Action Project that does not meet Foundation requirements or standards.

The guidelines below are not exhaustive and Fellows will have the opportunity to discuss them in greater detail throughout the course of the Fellowship.

The Do's

- Make sure the topic and scope is approved by the Chairman and Executive Directors before any outreach or implementation is undertaken.
- Be realistic about the scope and reach of the Action Project and how much time you and each of your partners can dedicate to launching the project. Make sure everyone is accountable and one person does not have to do all of the work for the team.
- Be simple, practical, and wide-reaching in scope.
- Teams must include both Egyptian and American Fellows, as well as other nationalities if they participate in the program.
- Projects must be launched within six months of the last day of the Fellowship and should aim to be completed in 1 year. However, if the project is meant to be long-term, the project team should discuss a timeline with Foundation staff that is agreed upon by all parties and establish a milestone for the 1-year mark.

The Don'ts

- Don't try to do achieve too much too fast. Smaller, incremental Action Projects will allow you to have an impact, instead of a larger and more ambitious project that is unlikely to move pass the brainstorming stage.
- Don't involve politics or religion, as they can be controversial and detract from or undermine the Action Project's mission.
- Don't try to cover every topic area. Be specific in your scope and goals.

Action Project Development and Quarterly Reporting

Action Projects will be developed throughout the course of the Fellowship, starting from the application process. Fellows will receive guidance from the Executive Directors and the Chairman, according to the following timeline:

Application Process:

- Each participant will be required to submit a proposal for a potential Action Project following the aforementioned guidelines. The applicant, if they move to the following stages of the application process, will be told if their project would be a viable initiative and be advised of modifications and revisions if necessary.
- If the proposed Action Project does not meet Foundation standards, they will be asked to design a new project proposal before the start of the Fellowship.

During the Egyptian Fellowship:

- Fellows will present their Action Project proposals to one another during down time between speaker sessions and events. Based on interest and project commonalities, Fellows will form smaller groups – usually about 3-5 people - consisting of both Egyptian and American Fellows.
- At the end of the Egyptian portion, the teams will present their action projects to the Chairman, Executive Directors, and their peers. They will be informed if their projects meet the guidelines, and will be given comments and suggested revisions.

In between the US and Egyptian portions of the Fellowship, it is expected that the Fellows continue to refine their projects and plan for implementation.

During the U.S. Fellowship

- Fellows will be given time to modify and make changes to their action projects.
- On the final day, Fellows will present their updated action projects with a budget for final review and approval by the Chairman and the Executive Directors.
- If there are modifications to be made, Fellows should work with the Executive Directors to refine their proposal and budget. In order to begin implementation, the team needs approval from the Chairman.
- Once a final document is approved, project teams will be asked to create a logo and branding strategy for their Action Project and submit a two-page brief for the annual Foundation brochure.

Once the Fellowship has been completed, Fellows will be expected to submit quarterly financial and narrative reports to the Foundation Directors by the following deadlines: **January 1, March 1, June 1, and September 1**. The reports must be submitted via email to the Executive Directors, and they will use the documentation to track progress and provide support when appropriate and possible. Failure to submit reports in a timely manner may result in a withholding of matching funds.

Implementation of the Project

The Executive directors will work closely with project teams as they implement their action projects. They will serve as the teams' points of contact, process approvals, and help manage any matching funds. Outlined below are some key points that all Fellows must keep in mind as they launch their initiatives.

Approval Process- All teams must get approval on the following before moving forward in their Action Project implementation:

- **Partners-** To get approval, the team must submit a document providing the name, contact information, mission, and contact person of the partner organization. The document should also outline the role, expectations, deliverables, and value-add of the partner organization. Partners cannot represent a political party or religious establishment/ institution.
- **Spending of any match funding-** Project teams must include an invoice, contact information of the vendor, and an explanation of services provided.
- **Publicity materials-** Any editorials or publications that will be made available to the public should be reviewed by Foundation staff before its release. The

Foundation must also be credited by the Action Project in a manner approved the Chairman and Executive Directors.

- **Foundation Funding-** It is up to each team to independently seek out the initial funding for their action project. Before beginning any outreach however, the project teams must get approval on the source of the funding by presenting a background brief on the donor and the expectations and reporting expected upon receipt of the funds.

Funding Guidelines

- Action teams should present a list of funders they would like to reach out to and must get approval from the Executive Directors before proceeding.
- Subject to secure a 50% funding from external sponsors, the budget and expense report should be shared with Foundation staff.
- Upon review and approval, the Foundation will commit to providing the remaining 50% of the action project's budget.
- The Foundation will only match cash funding. In-kind and other non-monetary donations will not be counted.
- For commercial projects, Fellows have the right to profit from their projects but the Foundation must be repaid in full, but no interest will be charged, within twenty-four months. Upon submission of the budget and proof of funds raised from external sources, a repayment plan that is credible and approved by the Foundation will be agreed upon and put into effect.
- Project teams must keep an accurate budget record of all spending (regardless of if they have received any outside funding and submit it along with their quarterly update reports).

Timeline

All action projects should be launched within six months or less after the end of Fellowship and be completed in one year. If a specific project needs more time to be completed, the project team must create a timeline and get it approved by the Foundation Directors and Chairman.

CHAPTER (II)

II. Fellowship Guidelines and Advice

A. Contact Information

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

Staff and Coordinator Members Contact Information

Courtney Joline, Executive Director, Shafik Gabr Foundation (US)
Email: Courtney.joline@shafikgabrfoundation.org

Eman Saleh, Executive Director, Shafik Gabr Foundation (Egypt)
Email: eman.saleh@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

Egypt Embassy in US

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

B. Suggested Packing List

- DON'T FORGET your passports and state IDs. 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 a jacket for evenings in Egypt; a heavier coat is suggested for the U.S.
- Bring personal medications, as well as headache and diarrhea medication.
- Bring power adapters for cell phones, laptops, hairdryers, etc. In Egypt, they use the same type of plugs as in the European Union.
- 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 1-week trip without having to do laundry, being aware that the vast majority of your days and nights will require business attire.

- Pack one pair of comfortable shoes for walking during site visits.
- Women must be properly covered when visiting religious institutions. Please bring a scarf.
- Bring a hat and sunscreen for the site visits as many will be in the desert with very hot temperatures and a strong sun.
- Bring a camera or clear up enough space in your smartphones for photos.
- Bring a notebook and pen.
- Bring an ATM and/or Debit Card or cash to exchange money to purchase souvenirs and for emergencies. It is suggested to bring about \$200 USD in cash.
- Advise your bank of the dates you will be abroad to avoid the bank blocking your card for any unusual transaction.

C. Cultural Tips

Background on Egypt

Egypt is a Middle Eastern country and has Middle Eastern customs. Egypt is located in North East Africa, with a population of 104.2 million people. The capital city, Cairo, alone has a population of 22.5 million. The climate is desert-like, with hot and dry summers and moderate winters. The main language is Arabic and the country is predominantly of the Muslim faith (mostly Sunni), with Coptic Christians and other religions representing 10% of the population. 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.

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. 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 is part of the culture of Egypt.

Common Arabic Phrases:

English	Arabic
Welcome:	ahlan wa sahlān
Hi/Hello:	Al Salam 'alaykum
Good Morning:	ṣabāḥul khayr
Good Afternoon:	masā' al-khayr.
Thank you:	shukran
Goodbye	Ma'a salama
Fine:	Kiwayess
Yes:	Aiwa.
No:	La
How are you:	Izayek
Sorry:	Assif

APPENDIX A

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 here-under:

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 the Executive Directors, former Gabr Fellows, 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 to the provided accommodation, meals, transportation, and activities.
- 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. Late Fellows will not be allowed to attend the meetings and will be requested to stay at hotel or arrange transportation at their own expense to the next meeting. Being tardy is also grounds for early dismissal from the program.

Date: _____

Printed Name: _____

Signature: _____

NOTE: Sign and email a copy to the U.S. or Egypt Foundation Executive Director.

APPENDIX B

SHAFIK GABR FELLOWSHIP PARTICIPANT RELEASE OF LEGAL RIGHTS 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 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.

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: _____

NOTE: Sign and email a copy to the U.S. or Egyptian Executive Director

APPENDIX C

Agreement to Gabr Fellowship Policies and Guidelines

The undersigned participant _____ has applied and been accepted for the Gabr Fellowship, "*East-West: The Art of Dialogue*," as a Gabr Fellow. The participant, upon signature of this document, confirms that they have read the full Policies and Guidelines document and understand all responsibilities and requirements of a Gabr Fellow.

Date: _____

Printed Name: _____

Signature: _____

NOTE: Sign and email a copy to the U.S. and Egyptian Executive Director