

# Everything

you need to know about

## ~ Information Meetings ~



*An information meeting is an opportunity for you to meet with students interested in your study abroad program, present the benefits of participating in the program, and answer students' questions about the program in particular and about study abroad in general.*

### How OSA can help you schedule and advertise your information meeting

Contact Chris Barden (2-8785; [barden@msu.edu](mailto:barden@msu.edu)) and provide the following information:

- ▶ Your name
- ▶ The name of your program
- ▶ The date, time, and location of your meeting (popular times are noon, late afternoon, and early evening; suggested locations include centrally-located classroom buildings, or buildings frequently used by students in a targeted major or college)
- ▶ Whether or not you'd like to receive an information packet for your meeting (information packets contain program information sheets for your program, financial aid handouts, and a reference sheet for program leaders)

**Deadline:** Please note that the deadline for contacting us with this information is **Tuesday at 5 pm**. An advertisement listing study abroad information meetings for the upcoming week runs each Monday in *The State News*. In order for your meeting to be included in this ad, we must have complete information about your meeting by 5 pm on the previous Tuesday.

In addition to *The State News* ad, we will promote your meeting via the OSA Web site, the MSU adviser listserv, and the bulletin board outside the OSA office. We will also help with room arrangements, if needed.

#### Other resources:

- ▶ **Cheat Sheet** – OSA has developed a reference sheet for faculty listing questions frequently asked by students: <http://studyabroad.msu.edu/forms/infomtgcheat.html>
- ▶ **Peer Advisers** – OSA can often arrange to have a student Peer Adviser attend your information meeting to help with questions about the study abroad application and acceptance process. Faculty leading programs for the first time will have priority for this service.
- ▶ **Resource Room** – Always feel free to refer students to the OSA Resource Room – 108 International Center – where they can speak with a Peer Adviser Monday through Friday from 9 am to 5 pm.

## How to get students to attend your information meeting

- ▶ Announce upcoming meetings in your classes.
- ▶ Ask colleagues to announce your upcoming meetings in their classes.
- ▶ Send mailings via campus mail to students in targeted majors or colleges.
- ▶ Post upcoming meetings on your Web site.
- ▶ Create flyers announcing your information meeting and post them where students who might be interested in your program will see them.
- ▶ Keep lists of students who may be interested in your program and email them with announcements of your upcoming information meeting.
- ▶ Announce your information meeting in college/department newsletters and other publications.
- ▶ Hand out announcements of your upcoming meeting at a Study Abroad Fair.
- ▶ Attend special events on campus – especially events sponsored by your college or department (Welcome Week, for example) – and hand out announcements about your upcoming information meeting.

### Things to remember:

- ▶ The majority of students who apply to a program do so after an information meeting or other face-to-face contact with faculty.
- ▶ Recruit students for your information meeting as you would for your program.
- ▶ If students don't know about your meeting, they won't come.

## What to present during an information meeting

There are two types of information students need: (1) information specific to your program and (2) general information needed by all study abroad participants.

### Program-specific information:

Expand on your program information sheets.

- ▶ What is this program about?
- ▶ When does it take place?
- ▶ Where does it take place?
- ▶ What field trips are included?
- ▶ What is the itinerary?
- ▶ What courses can students take? (Bring syllabi.)
- ▶ What are the eligibility requirements?
- ▶ What are the housing arrangements?
- ▶ How much will it cost?

### General information:

See the Information Meetings Cheat Sheet at <http://studyabroad.msu.edu/forms/infomtgcheat.html>