



Meridian International Center • 1624 Crescent Place, NW • Washington DC 20009

APPLICATION FOR MERIDIAN/CBM STAFF EXCHANGE for CBM Staff

Please fill out this form if you are interested in making a professional visit to Meridian International Center and submit for approval to IVLPstaffexchange@meridian.org by Friday, June 22, 2018.

**The Meridian-CBM staff exchange is contingent upon the availability of FY 18 funds.*

Name:
Position:
CBM:
Website:

Office Phone:
Cell:
Email:

1. How long have you been working in the Global Ties network?

2. How many IVLP projects and visitors does your CBM receive each year?

3. Please provide a brief description of your current job responsibilities.

4. What would you hope to accomplish during your visit to Meridian?

5. How would you apply your experience in Washington and share it upon your return?

6. Please check the following weeks you would be available if chosen for the exchange (you can check more than one):

July 30 – August 3, 2018:

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August 13 – 17, 2018:

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August 6 – 10, 2018:

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I understand that Meridian will cover the cost of airfare, meals and ground transportation in DC and will provide a homestay or other accommodations. I will be responsible for any additional expenses. I will submit a written report within one month of completing the exchange, sharing lessons learned and the value of my exchange experience.

In making this application, I have the full support of my supervisor and/or Board of Trustees.

Name (print): _____

Date: _____

Signature: _____

Date: _____

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Staff Exchange Facilitator Signature: _____

Date: _____

Senior Vice President Signature: _____

Date: _____