



friendship force  
OTTAWA

## Friendship Force Ottawa

### Guideline

#### Inbound Host Coordinator's Oral Report to the Membership

1. Keep it short – aim for 5 - 7 minutes in total. 10 minutes is the maximum allowable time.
2. Bear in mind that many in the audience will have participated in the Journey as hosts and/or attended social events, so will have some familiarity with the Journey. Report key facts including: name and date of the Journey, number of ambassadors, unique program activities and social events – do not provide a day-by-day recital of the program.
3. If possible, share one or two anecdotes that give a flavour of the Journey experience.
4. Photos are desirable but not absolutely necessary. A few can be shown (e.g., shots of unique activities, entertaining performances at social events). Try to avoid large numbers of photos showing group shots of ambassadors and hosts in various locations. Limit your presentation to 10 to 15 photos maximum. Photos should be sent in an electronic file to the FFO technical support person at least 5 days prior to meeting date. If assistance with this is required, contact the VP Journeys.
5. Mention ambassador feedback, particularly if significant or reflective of lessons learned (e.g., activities well-received, especially if novel or unusual, or ones that you would not recommend for future Journeys).
6. Note any concerns or recommendations that could be relevant in planning for future inbound Journeys. What did the ambassadors like most? What did hosts enjoy most? What would you have changed?
7. In an effort to respect the timeline in #1 above, only one person should give the report, normally the Journey Coordinator or the Deputy if the JC is unavailable. Reserve comments from night hosts and additional “colour” reporting for the newsletter.
8. It is not necessary to list all planning committee members but a general thanks to those participating is acceptable.