



United States Department of State

Washington, D.C. 20520

April 13, 2018

Prof. Jennifer Thomas  
Howard University  
Department of Media Journalism & Film  
525 Bryant Street  
Washington, DC 20059

Dear Professor Thomas,

On behalf of the U.S. Department of State's Bureau of International Information Programs (IIP), I am pleased to confirm your participation in a virtual *U.S. Speaker Program* to discuss the importance of media literacy with educators, students and journalists in Africa (a viewing group will be held in Kenya) and in other regions around the world.

This virtual program is scheduled to take place from 8:00am – 9:00am EST on World Press Freedom Day on Thursday, May 3, 2018. You will be on camera in our studio as part of a panel of media experts who will discuss the importance of media literacy in today's fragmented media landscape.

Topics to be discussed will include ways that educators and students can develop their skills in understanding the credibility of media sources and recognizing and challenging fake news. This program will also explore existing resources with educators, students, and journalists in global communities, and will allow students and educators to share concerns and "leading practices" from their experiences with media literacy. The program will also be promoted on Facebook.

I will be in touch to let you know when we will have a planning call with our office, the State Department's Bureau of Democracy, Human Rights and Labor (DRL), our contacts at the US Embassy in Nairobi, the moderator and other panelists to discuss the format of the program.

As your Program Officer at the U.S Department of State, I will have primary responsibility for this project, including coordination and communication with our offices and staff overseas, and with our technical and administrative partners here in the U.S.

I would like to take this opportunity to introduce you to our local partner and program administrator – World Learning, Inc. World Learning will be responsible for handling disbursement of funds associated with this project, and a project evaluation. They will be in direct contact with you soon to begin financial arrangements.

World Learning is a nonprofit organization advancing leadership in more than 60 countries. For over 80 years, they have envisioned a just world driven by engaged citizens and thriving communities. To achieve this goal, they provide education, exchange, and development programs that empower people and strengthen institutions. More detailed information on the organization's background and activities may be found at <http://www.worldlearning.org/about-us/history/>.

Once the financial arrangements with World Learning, Inc. have been completed, you will be provided with an honorarium of \$200.00 plus a miscellaneous expense allowance to cover taxis or other transportation fees, etc. This funding will be provided via direct deposit to your designated bank account. No funding will be provided to cover any preparation time on your part for this program. Please do not incur any expenses related to this program until you have received notification of funding disbursement from our program administrator, World Learning, Inc.

Please let me know if you want to come to our studio before the start of the program on May 3<sup>rd</sup>. Our studio is located in the American Pharmaceutical Building at 2200 C St NW, Washington, DC 20037. The building is directly across the street from the Main State Department Building. When you come to our building, please email or call me and I'll meet you in the lobby.

Please let me know if you have any special technical needs, such as the use of a computer.

I have also enclosed a "Virtual Program Release Form" for this event, seeking your permission to make a video/audio recording of the program for possible rebroadcast or posting online. If you choose not to allow such a recording or use of the program, please indicate this accordingly on the form. Please complete the form as soon as possible and scan/e-mail them back to me at [QuiggAJ@state.gov](mailto:QuiggAJ@state.gov).

If you have any questions, please feel free to contact me at 202-632-9241 or [QuiggAJ@state.gov](mailto:QuiggAJ@state.gov). I look forward to working with you on this important program.

Sincerely,



Amanda Quigg  
Foreign Affairs Officer  
Office of the U.S. Speaker Program  
Bureau of International Information Programs  
U.S. Department of State