



**Young Southeast Asian Leadership Initiative (YSEALI)
Institute on Environmental Issues**

HOSTED BY EAST-WEST CENTER
MAY 11 – JUNE 15, 2014

PRE-ARRIVAL INFORMATION

East-West Center
Education Program
John A. Burns Hall
1601 East-West Road
Honolulu, HI 96848-1601 USA
www.eastwestcenter.org/susi





May 1, 2014

Dear Participants,

Congratulations on your acceptance to the Young Southeast Asian Leaders Initiative (YSEALI) Institute on Environmental Issues hosted by the East-West Center. After a highly competitive selection process, you have been identified as an emerging environmental leader. We welcome you to this unique program and look forward to meeting you soon.

We thank the U.S. Department of State Bureau of Educational and Cultural Affairs who provided funding for this Institute through the Study of the U.S. Institutes branch. We are also grateful to the U.S. Embassies in your region and our supportive Program Officer, Kevin Orchison. It is a privilege for us to learn and experience together.

Communication is vital in the coming days. Please check your email regularly and inform us immediately of any changes to your contact information. Announcements will be posted on our website www.susieastwestcenter.com. A detailed daily schedule will be provided after your arrival in Hawai'i. The general weekly schedule (subject to change) is provided here.

There are three things we'd like you to do before you arrive in Hawaii:

- 1) Complete your first assignment called Planning for Success via our online learning platform. For this you will need to reflect on your life and future, goals, model leaders and learning style. You will also need to gather information about how you use environmental resources in your daily life. <http://ed.ted.com/on/Tbexnhiv>
- 2) Share your own welcome video on our Facebook page "Institute on Environmental Issues EWC – YSEALI" at: <https://www.facebook.com/groups/617930918276635/>
In this short video (3 minutes maximum), please tell us your name, what you want to be called, where you are from, and one of your main interests. We'd like to see where you are from, so include footage or background that shows your home environment.
- 3) Scan the e-magazine created to improve your knowledge of America and the Institute. This e-mag is best viewed on a tablet or smartphone. Laptops work too, but they open separate windows for each page.
<http://flip.it/UYrJG>

Please do not hesitate to contact us by email or phone. If you have questions about administrative, logistical and pre-arrival information please contact June Kuramoto, Senior Program Officer. For questions about the program content, please contact Christina Monroe, Leadership Education Specialist. Our contact information is listed below.

Congratulations again on your acceptance to the Institute! We look forward to helping you develop your leadership skills and exploring solutions to environmental challenges for our shared planet.

Aloha,



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OVERVIEW

- ❖ The YSEALI Institute on the Environment is funded by the U.S. Department of State Bureau of Educational and Cultural Affairs and part of the Study of the United States Institute (SUSI) portfolio.
- ❖ The Institute is hosted by the East-West Center in collaboration with local community leaders and organizations.
- ❖ Participants were competitively selected from Southeast Asia – Brunei, Indonesia, Malaysia, Philippines, and Singapore -- by U.S. Embassies.
- ❖ The Institute begins May 11, 2014 and ends June 15, 2014.
- ❖ The first three weeks of the Institute are conducted on the island of O'ahu in the state of Hawai'i. The fourth week takes place in Boulder, Colorado, and final days in Washington, DC.

VISION

The vision of the Institute is to develop a vibrant network of young leaders equipped to create innovative and positive solutions for 21st Century environmental challenges.

MISSION

During the Institute you will explore how diverse ideas and people in American society collaborate to address environmental challenges. Secondly, you will be exposed to various leadership approaches and become more aware of your own personal leadership style. Lastly, you will build a network of new relationships among each other and with a wide range of Americans to share information and to support future projects in your home community.

PURPOSE – THE THREE DRIVING QUESTIONS

The purpose of all East-West Center Leadership Programs is to help participants answer three questions:

1. What is going on? (global environmental issues in the context of different U.S. communities)
2. What type of action is required? (leadership needed to strengthen communities & environments)
3. Where do I fit? (my strengths, style and passion and how to contribute)

OUTCOMES

Participants will complete the Institute with:

- ❖ Better understanding of the major Institute topics of climate change, natural resource management, sustainable development/sustainable agricultural practices, food security, ecotourism, energy generation (new and traditional forms), and water management and treatment.
- ❖ Enhanced understanding of the United States and how environmental movements and policies affect and reflect U.S. society.
- ❖ New leadership skills and relationships for creating positive change through developing community and ecological resilience.
- ❖ A project plan to implement in your home region.

EXPECTATIONS

The effort and resources given to this Institute necessitate that we all commit 100% to its success. Be aware that the Institute expects a great deal from you, including:

- ❖ timely response to requests for information
- ❖ punctuality to events
- ❖ professional attitude and behavior at all times
- ❖ high effort and quality in assignments
- ❖ full engagement and attendance
- ❖ respect for cultural, national, religious and other identities within the group and among host communities visited on field trips
- ❖ positive attitude and flexibility
- ❖ pro-active pursuit of knowledge
- ❖ openness to sharing and learning from staff and each other

PROGRAM DELIVERY

A detailed guide will be provided at the Institute start. Below is a general overview of program elements.

Leadership Immersion Training Experience (LITE)

LITE is a service-learning and teambuilding opportunity immersing participant teams into environmental leadership positions. The Institute contains five LITEs each four to six days long and requiring teams to design a new, innovative initiative for the collaborating client using the EWC Leadership Action Framework. Clients have been secured by the EWC and include an agricultural research center, an ecotourism business, an architectural and urban planning firm, and the U.S. State Department. In addition, participants will serve as environmental consultants for one American family providing an up-close and personal experience with American culture.

Leadership Development Classes (LDC)

Teams receive specialty training, coaching, and exercises that help them lead personal and group changes. The classes provide an opportunity to practice leadership skills and improve teamwork capabilities, while deepening understanding of leadership styles. Participants will gain greater understanding of how to lead themselves, groups, organizations and networks. These include classes and exercises at the East-West Center campus as well as off-campus activities.

Learning Journeys (LJ)

Learning Journeys are site visits. They typically take place during a LITE to deepen understanding of a topic(s). Visits may allow participants to meet scientists, non-government (NGO) leaders, business owners, elected officials, and community activists to discuss key environmental challenges with a focus on solutions. The staff team will open and close sessions and facilitate group learning to ensure the information is clear and to promote debate and discussion of topics.

Cultural Exchange Learning Lab (CELL)

Participants will engage in a variety of cultural exchange experiences. These include dinners for sharing different foods, performance events organized independently by the cohort, and an overnight homestay weekend with an American family organized by the EWC.

LOCATIONS

Island of O'ahu, Hawaii

The first part of the Institute is based in Honolulu on the Island of O'ahu in Hawai'i. The island is an ideal microcosm of the environmental issues the globe faces. Highly food and energy dependent on imports, with most of the earth's ecosystems represented and hotspot of endangered species, field studies in O'ahu allow participants to see issues first-hand. Also noteworthy is the cultural diversity in Hawaii, which, unlike every other U.S. state has no majority ethnic or racial group.

Boulder, Colorado

We spend a week in the Rocky Mountains of the U.S. in an innovative example community. Boulder, Colorado shows what groups can achieve when united. In 1967, Boulder voters were the first in the U.S. to vote in favor of taxes to purchase and maintain open space. It has over 100 miles of bikeways and the highest number of bike commuters in the U.S. It recently became the world's first SmartGrid city with a pilot program in homes started recently.

Washington, DC

The Washington Field Study will provide you with greater understanding and direct experiences of the United States. We will explore the landmarks and meet leaders that influence the direction of U.S. environmental policies. By the time you give your final pitch at the U.S. Department of State, you will have a better understanding of the United States from different geographical and political perspectives.

Read more about locations on our website: www.susieastwestcenter.com (Locations tab) or by visiting the suggested links on the final page of this document.

LEAD INSTITUTIONS AND STAFF TEAM

Young Southeast Asian Leaders Initiative – U.S. Department of State

Launched in 2013 by U.S. President Barack Obama, the Young Southeast Asian Leaders Initiative (YSEALI) consists of bright young leaders aged 18-35 years from Brunei, Cambodia, Indonesia, Malaysia, Burma, Philippines, Laos, Singapore, Thailand and Vietnam. These young leaders have innovative ideas for tackling what they have identified as their generation's greatest challenges in the ASEAN region: economic development, environmental protection, education, and civic engagement. The United States is partnering with these extraordinary young men and women by providing training and funding to up-and-coming social entrepreneurs.

Study of the United States Branch - Bureau of Educational and Cultural Affairs U.S. Department of State

The Study of the U.S. Branch seeks to promote a better understanding of the people, institutions, and culture of the United States by providing short-term academic programs for foreign students, teachers and scholars. Institutes are hosted by academic institutions throughout the United States and include an intensive academic residency and integrated educational tour. Cultural and community activities supplement the participants' understanding of U.S. society.

East-West Center

The East-West Center is an education and research organization established by the U.S. Congress in 1960 to strengthen relations and understanding among the peoples and nations of Asia, the Pacific, and the United States. The Center contributes to a peaceful, prosperous, and just Asia Pacific community by serving as a vigorous hub for cooperative research, education, and dialogue on critical issues of common concern to the Asia Pacific region and the United States.

Staff Team

We draw on the diverse knowledge and human resources of the United States environmental movement. This includes top researchers and educators at the University of Hawai'i, non-governmental organizations and community members, indigenous groups, business owners, government leaders and students. The core staff team includes:



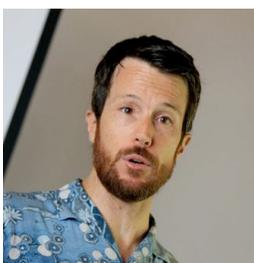
Dr. Scott MacLeod (Director of Leadership Programs) directs the East-West Center's Leadership Programs. He was the Director of the award-winning Asia-Pacific Management Cooperative Program in Vancouver, Canada for eight years. He was nominated as the Canadian Internationalist of the Year in 2000. In 2002 he became the founding Chair of the McRae Institute for International Management, with activities in 19 countries in Asia and Latin America. He has received major research awards from the Ford Foundation, Canadian Social Sciences and Humanities Research Council and the Canadian Department of Foreign Affairs. He has carried out fieldwork in Nepal, Hong Kong, China, Malaysia, Indonesia and Singapore. In his 20 years of working with Asia he has published on a wide scope of topics ranging from Malaysia's economic trajectory to Hong Kong's food system to

Singapore's shift towards becoming an "Intelligent Island." Dr. MacLeod is currently completing *Geographies of the Global Economy* (Toronto: Oxford University Press). Other recent publications include "Accessing Asia", (Ottawa: Foreign Affairs), and "The Emergence of Extended Metropolitan Regions in ASEAN," in Y.M. Yeung and C.P. Lo (eds.) *Emerging World Cities in Pacific Asia*. (Tokyo: United Nations University Press).



Ms. Christina Monroe (Leadership Education Specialist) teaches leadership for the East-West Center's Leadership Programs. She also coordinates Environmental Leadership Institutes at EWC and directs the Asia Pacific Leadership Program's Professional Development. She serves as Co-chair of the East-West Center's Sustainability Task Force. Prior to joining EWC, Ms. Monroe was Director of the Service Learning Program at the University of Colorado at Boulder. She received a BA in Sociology (Phi Beta Kappa) from the University of Tulsa and a MA in Social Sciences from the University of Amsterdam. She is currently pursuing a Certificate in Organizational Consulting and Change Management at Georgetown University. Ms. Monroe is an alumna of

the East-West Center; she completed her fellowship with the Asia Pacific Leadership Program in 2004 and joined the staff in 2005.



Mr. Lance C. Boyd (Lead Instructor) is an international leadership educator at the East-West Center. Lance's experience in Asia includes two Fulbright Fellowships in Japan and Singapore, service as a USAID environmental education consultant for ASEAN, and an Earthwatch funded researcher on insectivorous bats in peninsular Malaysia. In Europe, Lance studied as an undergraduate in Austria, completed a MA at the International School for Humanities and Social Sciences at the University of Amsterdam, and completed a Goethe Institute funded study of the environmental movement in Germany. While working for the University of Colorado's Cooperative Institute for Research in Environmental Science he also earned a MA in Education Foundations.

Ms. June Kuramoto (Senior Program Officer) has been with the Center since 1974, working as a Student Assistant and working her way up to her current position. She is responsible for planning, coordinating and administering support for individual participants and group activities. She received a BS in Speech Pathology and Audiology from the University of Hawai'i.

Ms. Cynthia Wasa Nakachi (Secretary) has been with the Center since 1987 and presently assists the Program Office of the EWC Research Program. Formerly with the Population and Health Studies Program, she worked on the long-standing Summer Seminar on Population. She came to EWC from Straub Clinic & Hospital.



Ms. Wu Xiaohong "Lucky" is an independent consultant supporting environmental groups and promoting the professional development of natural education in China. She served as China Public Relations and Education Manager at Animals Asia Foundation. She also worked for RSPCA (The Royal Society for the Prevention of Cruelty to Animal) as the China Education Consultant and for the Jane Goodall Institute (China) as the Communication Officer. She received an MS Degree in Zoology at the China West Normal University and has published papers and books on environmental education. She was a Fellow in the Asia Pacific Leadership Program at East-West Center in 2011.



Ms. Nicole Mau (Program Assistant) was born and raised in Honolulu, Hawaii, and grew up on the Windward side of the island in Kailua. Currently, she is a student at the University of Hawaii at Manoa's Shidler College of Business and is graduating in the fall. She is pursuing a double major for her Bachelor of Business Administration in Management Information Systems and Human Resource Management. She is heavily involved with a few of the many business clubs at the Shidler College of Business, holding leadership positions over the past two years for the Accounting Club, and is also a member of the Business Executive Society of Tomorrow. Her connections to the East-West Center include working as a student assistant with the Asia Pacific Leadership Program.

CALENDAR OF ACTIVITIES

11-May

12-May

13-May

14-May

15-May

16-May

17-May

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

AM

Arrival

Opening Ceremony

Ice Breakers & Intros by Staff, Participants

Leadership Development Class (LDC)

Launch LITE #1 Food+Water
Grinds Community Play

LITE #1 Step 1: Diagnosis

LDC: Introduction to Leadership

Break for Friday prayers

LITE #1 Step 3: Accelerate

PM

Orientation to Residence Hall, Campus, & Area

Optional visit to Waikiki beach

Introduction to the Institute: Expectations & Outcomes
Key Information & Forms

Essentials Shopping

Outdoor Teambuilding Challenge

Dinner Together Reading

LITE #1 Watch & Think Online Test

Dinner Together Reading

LITE #1 Step 2: Ideate

Dinner Together LDC Reading & RAT Prep

LITE #1 Team Readiness Assessment Test (RAT)

Mystery Trip

Learning Journeys on Food, Water

CELL: Potluck-Sharing My Food & Culture

18-May

19-May

20-May

21-May

22-May

23-May

24-May

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

AM

Free Day with suggested activities

Finalize Pitch

LITE #1 End: Reflect & Write

Launch LITE #2 Natural Resource Management NRM
LITE #2 Watch & Think Online Test

LITE #2 Step 2: Ideate

LDC: Group Decision-making and Inclusion
Break for Friday prayers

LITE #2 Step 3: Accelerate

PM

CELL Debate & Dinner: University of Hawaii Students

LITE #1 Step 4: Launch & Learn - Team Pitch & Site Visit
LDC Reading

LDC: Cultural & Leadership / Team Dynamics
Home Country Action Project Class

LITE #2 Step 1: Diagnosis
Reading & RAT Prep

LITE #2 Team Readiness Assessment Test
LDC Reading

Individual and Team meetings with staff

Learning Journeys on NRM

	25-May	26-May Memorial Day	27-May	28-May	29-May	30-May	31-May
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	Free Day with suggested activities	Home Country Action Project Class	LITE #2 Step 4 Launch & Learn Team Pitch & Site Visit	LITE #2 End Reflect & Write	Launch LITE #3 Integrated Topics LITE #3 Watch & Think Online Test	Learning Journey LITE #3 Step 2 Ideate & Readiness Assessment Test	LITE #3 Step 3 Accelerate through Activities with Host Families
PM	CELL Debate & Dinner: University of Hawaii Students	Finalize Pitch	Learning Journey LDC Reading	LDC Leadership Class: Your Personal Leadership Plan Reading	LITE #3 Step 1: Diagnosis Learning Journey Reading & RAT Prep	Depart for American Family Homestays	

	1-June	2-June	3-June	4-June	5-June	6-June	7-June
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	Activities with Host Families LITE #4 Step 4 Launch & Learn Solo Pitch	LITE #3 End Reflect & Write Pre-Departure logistics/packing	Travel to Colorado (all day)	Boulder Introduction Walking Tour	Launch LITE #4 Boulder Urban Planning LITE #4 Watch & Think Online Test	LDC: Coalition Building & Advocacy	LITE #4 Step 3 Accelerate at Boulder Farmer's Market
PM	Return to EWC CELL Dinner	Colorado Reading Assignment		Boulder Orientation Activities	LITE #4 Step 1 Diagnosis Learning Journey: Holiday Neighborhood Reading	Reading & Leadership Assignment LITE #4 Step 2 Ideate & Readiness Assessment Test	Reading

	8-June	9-June	10-June	11-June	12-June	13-June	14-June
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	Learning Journeys	LITE #4 Step 4 Launch and Learn Team Pitch	Travel to Washington DC	Washington DC Introduction	LITE #5 Step 2 Ideate	LITE #5 Finalize Pitch Final Reflection and Evaluation	Free Day with suggested activities
PM	Debate + Feedback for LITE Pitch	LITE #4 End Reflect/Write CELL: Dinner with American Family in Nederland Mountain Town	Reading/Travel Assignment	Launch LITE #5: Home Country Action Project LITE #4 Step 1 Diagnosis Reading	LITE #5 Step 3 Accelerate Learning Journey Prep for Pitch	LITE #5 Launch & Learn: U.S. State Department Meeting Final Dinner Celebration	

15-June	
AM	Sunday Departure Flights to Home Countries

ARRIVAL INFORMATION AND ASSISTANCE

We look forward to welcoming you to Honolulu and the East-West Center on May 11, 2014. We will pick you up at the airport and bring you to the Hale Mānoa residence hall. You will check in individually and have available snacks and an Orientation Packet. You will have a short break before going out to experience Hawaii. We will come home early in time for you to settle in completely and get a full night's rest.

FLIGHTS

The U.S. Department of State will purchase your flight to Honolulu and return home from Washington, DC. We will provide your itinerary soon. Flights to Colorado, and Washington, DC, will be arranged for the group by the East-West Center.

AIRPORT PICK-UP ASSISTANCE

When you arrive in Honolulu on May 11th an East-West Center representative will meet you at the airport and transport you to the residence halls.

International flights will be met outside the customs exits. Since there are two exits at customs located about 75 feet apart, please check both doors before setting out on your own. Watch for someone holding an "EAST-WEST CENTER" sign.

If you are not able to find an East-West Center representative at the airport, please take a taxi to the Hale Mānoa student dormitory at 1711 East-West Road. The cost will be approximately US \$45. Be sure to get a taxi receipt from the driver. Submit the receipt to June Kuramoto for reimbursement.

HOUSING INFORMATION

Residence Halls

The East-West Center provides housing for participants in two on-campus dormitories, Hale Mānoa and Hale Kuahine, with approximately 468 rooms. Hale Mānoa and Hale Kuahine generally house the Center's long-term student-fellows, short-term conference participants and other non-Center residents.



Hale Mānoa is a 13-floor student dormitory serviced by two elevators. Certain floors or units are designated for male-only or female-only room assignments. Other areas are coeducational. Rooms are arranged in clusters, with each cluster or unit consisting of a combination of double and single rooms. All rooms have high-speed internet connections. Each living unit has shared bathroom facilities, some of which are coeducational. Communal kitchen facilities and coin-operated laundry machines are located on each common floor. Other amenities include individual mailboxes, daily newspapers in the common area, snack/beverage vending machines, and ice machines. In addition, residents have access to lounges for TV viewing and small meetings or social functions. Hale Mānoa also has a music room with a piano that is shared by residents in both dormitories.

Hale Kuahine is a four-floor student dormitory with no elevator. Physical arrangements are similar to Hale Mānoa, and each living unit has shared bathroom facilities. The communal kitchen facilities, lounge, and laundry machines are located on the ground floor. Hale Kuahine has similar amenities as those listed above.

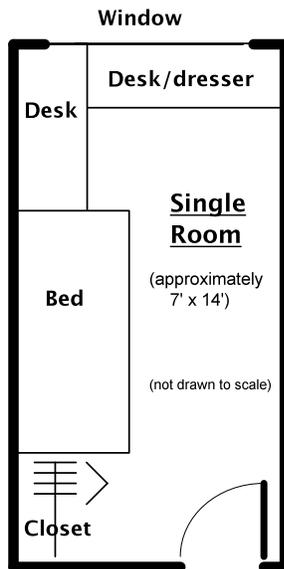
Smoking is NOT allowed in dormitories. Smoking is allowed 20 feet (6 meters) from the entrance to any building.

Room Furnishings and Services

Rooms contain a desk, dresser, chair, bed, study lamp, telephone, fan, clock radio, bookshelf and closet space. Linen and bedding (including pillow, blanket, bedspread, two sheets, and a pillow slip) are provided. You may want to bring a towel with you from home, or purchase a set from local stores or the housing office. A towel set is available for \$6 USD in the dormitories and includes a bath towel, washcloth, and small bar of soap. Each residence hall has a reception desk with services such as checking persons in and out of rooms, taking messages, providing change for laundry and vending machines, issuing spare keys, maintaining security and providing general information.

The rooms have internet that requires an ethernet cable. You may purchase one for \$5 USD in the vending machine at Hale Mānoa or the Hale Mānoa reception desk. There is also a computer lab with internet access open 24 hours, 7 days a week for participants.

Single Room Floor Plan



Room Assignments

Most participants are accommodated in single units with shared bathroom and kitchen (to be confirmed on arrival). Persons with physical limitations should make their needs known to June Kuramoto (contact information below)

Please direct inquiries regarding EWC Housing arrangements to:

Ms. June Kuramoto, Senior Program Officer

E-mail: KuramotJ@EastWestCenter.org / Skype: jskuramoto

East-West Center, 1601 East-West Road, Honolulu, Hawai'i, USA 96848-1601

Telephone: (808) 944-7267, EWC Cell (808) 375-4040, and Fax: (808) 944-7380

MAILING

Please instruct people to send you mail at the following address, then add your mailbox number (given on arrival at East-West Center):

Hale Mānoa

1711 East-West Road, # _____

Honolulu, HI 96848-1711, USA

PER DIEM & BOOK/CULTURAL ALLOWANCE

You will receive your Honolulu per diem and \$200 book and cultural allowance on Sunday, May 11th. The per diem money will cover your food, transportation and other program expenses while in Hawai'i. Per diem for Colorado and Washington, DC, will be provided before departure from Honolulu. The book and cultural allowance will be used for recommended materials and activities that will enhance your experience and understanding of the United States. For example, past participants have purchased educational materials in order to run their own workshop for peers on return home. Cultural allowances have been used for experiences such as surfing, a farm eco-tour and some mystery tours which you won't want to miss. You will also receive a \$100 USD mailing allowance.

MEETING VENUE

Most classroom sessions will be held in rooms 3121/3125 on the third floor of Burns Hall located on the corner of Dole Street and East-West Road. Burns Hall is the main building for the East-West Center. Rooms are air-conditioned except on weekends and can get quite cold so a light jacket or sweater is recommended.

COMPUTER LAB

A computer lab with computers with internet access is available 24 hours, 7 days a week for participant use on the second floor in rooms 2086/2087 of Burns Hall located on the corner of Dole Street and East-West Road. The telephone number in the room is 808-944-7712.

CELL PHONE

Each participant will receive a cell phone for program and emergency communication. The cell phone covers US calls only. The phone can be used for an emergency contact with family in home countries, at the expense of the participant. Participants are responsible for returning the phone and charger in working condition. Participants will be responsible for the cost to replace any lost or damaged phones.

CULTURAL & RELIGIOUS NEEDS

The East-West Center community is very diverse and values the shared understanding and respect needed to live and learn together. We will accommodate dietary preferences where possible (vegetarian, halal, etc.) provided in your original application for group meals. We will also inform you of places you can purchase appropriate food on your own. To clarify any special needs, please contact June Kuramoto before you arrive. Prayer time will be respected as much as possible. There are mosques close by our residence in Hawai'i and Washington DC. We do encourage you to tell us your needs, so that we can accommodate you as best we can in the three different locations of the program.

CULTURE NIGHT / TRADITIONAL DRESS

We will have a night during the Institute where everyone makes a dish from their home country to share. Individuals or groups can also share songs, dances or other cultural performances for each other. For this night, as well as the first group picture on Monday, May 12 we ask that you wear your traditional dress. If your full dress is large or heavy, just bring some part to represent it (perhaps just the shirt or headdress).

HOMESTAYS

Participants will get to experience living with Americans for a weekend (2 nights) during the Institute. In partnership with the International Hospitality Center, which has been placing international students with American families for over 30 years, we match participants with the right home. Usually participants go in pairs. The hosts are informed of all dietary, religious and other requirements. It is often a highlight of the Institute for participants.

TIPPING

Some commercial services rely on tips from customers for their salary. You are expected to tip these people based on the quality of their service, because otherwise they receive little income. The most common examples are wait staff at restaurants, room cleaners and bellmen at hotels and taxi drivers. At restaurants if you sit at a table and someone serves you, you are expected to leave him/her an additional 15%-20% of the bill as tip. You should put the cash tip on the table when you leave. If there is a large group, you may see on the bill that it says *18% service charge included*. Be sure to confirm before leaving that it is included. For taxis, you should tip 15%. For cleaners at hotels about \$2/day for each room. If someone helps you with your bag at the hotel, \$1-\$2 is normal. Lastly, if you get a haircut, 10-20% tip is expected. Tipping is not automatic, therefore you should always receive change for a bill that you have paid unless you gave the exact amount or unless you specified that the waitress, taxi driver or service provider should keep the change.

US CURRENCY

Below are the most common US currency you will see:

Bills: \$20 dollar bill, \$10 dollar bill, \$5 dollar bill, \$1 dollar bill

Some smaller businesses like a coffee shop or a small convenience store may not accept bills larger than a \$20. Because we will be giving you \$100 bills, you should make sure you have sufficient small bills to use in smaller businesses.

Coins (from left to right): Quarter = 25 cents, dime = 10 cents, nickel = 5 cents, penny = 1 cent

Note that dimes are smaller than nickels even though they are worth more.

In Washington DC you will see the monuments that are depicted on the backs of these bills!



JAYWALKING LAWS IN HAWAII

The State of Hawai'i implemented a strict jaywalking law. Areas such as Waikīkī, downtown Honolulu, and the University of Hawai'i area have undercover police ticketing jaywalkers (people who cross the streets where there is no crosswalk). Fines are US\$130.

CHECK LIST FOR INCOMING PARTICIPANTS

PACKING

Bring no more than one large suitcase. Bring a small bag for short trips, such as the weekend homestay with family. Large, heavy suitcases are awkward and cumbersome as you negotiate trains, planes, and narrow staircases. Reasonably-sized duffel bags and backpacks are recommended. It is important that you contact your airline to find out about baggage restrictions. For travel within the United States, there will be a fee (\$20-35 each) for checked luggage. The usual allowance for international travel on US carriers is one piece of checked luggage (max 23 kg) and two carry-ons, with specific restrictions for total weight and dimensions of the carry-ons. Be sure to label your luggage (inside and outside) with your name and address.

While each individual will have his or her own tastes and habits, the following is a list of recommended items to bring. Remember that the weather is variable. Hawaii weather will be fairly hot and humid, with the possibility of some rain. Colorado is dry and chilly at night. It may be hotter and more humid in Washington, DC.

WHAT TO BRING:

- Airline Ticket/ E-Ticket number and copy of schedule (carry when traveling)
- Passport valid for at least 6 months beyond entry date to United States
- J-1 Visa Form DS-2019 attached to your passport
- Cash in U.S. Dollars to cover expenses until Per Diem received
- Clothing - expect both sunny and rainy weather in Hawai'i (22 - 33° C) and Washington, DC, (15 - 36° C). Boulder will be dry (10 - 28° C)
- Professional attire (business suit and tie for men; skirted suit or pants suit for women)
- Traditional/ indigenous attire – easy to carry version, important for group photo, culture night and public presentations
- Jeans or trousers
- Sweater or light jacket/fleece/Light windbreaker (water proof)
- Small bath towel/Wash cloth/soap (dormitory does not provide unless you purchase, \$6)
- Everyday shoes/sandals
- One pair sturdy walking shoes for hiking
- One pair of dressier shoes (if everyday shoes are unsuitable)
- Sunblock and Insect repellent
- Lotion and lip balm
- Swimwear
- A good pair of sunglasses (polarized recommended)
- Earplugs (spongy ones are best)
- Hat (optional)
- Travel alarm clock
- Money belt or a pouch to wear under your clothes for valuables
- Cosmetics/Toiletries/Sanitary items (if you have brand favorites)/ Lotion for dry skin
- Small first aid kit (for your backpack)
- Laptop computer (if you have one), portable data storage (i.e. flash memory stick), adapters, and an Ethernet cable (can also purchase at EWC, \$5) – all rooms have high-speed internet connections by cable but no WiFi. There is also free 24-hour access to a computer lab in Burns Hall for all EWC participants.
- Adapters for electrical appliances. US voltage is 120 V. You can also purchase in US.
- Items that might not be available in US – recipes, spices, etc.
- Extra pair of prescription glasses/adequate supply of contact lenses
- Any prescription medicines you need to take regularly. Bring enough for the entire length of your stay (health care and medical supplies are very expensive in the U.S.) **Note: Please pack your prescription medicines in your carry-on. If it is in liquid form, obtain a doctor's note stating that you need that medication.**
- Prescription forms from your medical doctor
- Reusable water bottle (you can drink tap water everywhere, no need to buy bottled water!)

- We have many speakers and resource persons, as well as homestay families, involved in the Institute who are very generous in spending their time with the group. In the past, participants have enjoyed having **3-4 "thank you" gifts**. The following is a list of suggested "thank you" gifts such as small cultural items (i.e. textiles, decorative crafts, or small art objects)

WHAT NOT TO BRING

- More luggage than you can carry on your own!!**
- Expensive jewelry or electronics that you are afraid will be stolen (petty theft is the most common crime affecting students abroad)

AFTER YOU ARRIVE AT THE EAST-WEST CENTER

- Obtain maps, orientation schedule, bus schedules, and other information from the hospitality team at the Hale Mānoa residence hall
- Check into Hale Mānoa (an EWC staff will assist with this process)
- Food: The hospitality teams will provide guidance on where to eat and shop
- Learn residence rules and emergency procedures
- Learn how to use The Bus system and where to go for the best bargains when shopping. We recommend the Goodwill Shop on Waialae Avenue

USEFUL WEBSITES

IMPORTANT LINKS

Department of State
Bureau of Educational and Cultural Affairs
www.eca.state.gov

YSEALI Institute on Environmental Issues at EWC
www.susieastwestcenter.com

East-West Center
www.eastwestcenter.org

Transportation Security Administration
Official US government site on airport travel rules and procedures
www.tsa.gov

Currency Converter
www.xe.com

LOCATION LINKS

Hawaii Official Visitors Site
<http://www.gohawaii.com/>

Boulder, Colorado Official Visitors Site
<http://www.bouldercoloradousa.com/>

Washington, DC Official Visitors Site
<http://washington.org/>