Dear_____

Thank you for inquiring about a possible visit to the Center of Academic Writing at CEU. We would like to know more about your proposed visit so we would like you to answer the following questions.

1. Please describe the purpose of your visit (What is it that you would like to see/learn/do at the Writing Center?).

2. How did you hear about the Center for Academic Writing? What motivates your decision to visit us?

3. Please give us some details as to what kind of collaboration you were thinking of during your visit here. (E.g. would you like to observe classes, co-teach some sessions with us, developing a project for your home institution, interview students, etc.?)

4. What areas/questions are you interested in discussing with us (either individually or as a group)?

5. When are you planning to visit?

6. What funding (if any) do you have for your trip? Do you need funding from CEU?

7. In what ways can you contribute to the Writing Center's or the university's work? (E.g. in the form of giving a workshop or a presentation on a topic important to you?)