



International Student Services

UNIVERSITY OF WISCONSIN-MADISON

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RSO Hosting Guide to Global Café

Overview

Global Café is a biweekly event hosted by different ISS-affiliated student organizations (RSO) at the International Community Center, ICC. It is the perfect place to learn about new cultures while meeting other international and domestic (U.S.) students. Each Café has a unique theme and activities which could include playing games, engaging in conversations, and much more. The goal is to have as many different RSOs host a Global Café as possible throughout the year.

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Important Information

1. International Community Center (ICC) **capacity is 90** people at a time (per fire regulations)
2. Global Café is a **social and educational** event
3. Global Café is NOT supposed to be a dinner. The budget is roughly \$10/person. Based on typical attendance patterns, it usually comes out to approximately **\$500-\$700 in total** (paid by the International Student Services - ISS)
4. The advertised time for the Global Café is **4:30pm - 6:00pm**

Where to begin?

After you get your date assignment for the Global Café, begin envisioning the nature of the event you plan to host. A helpful way to get started is to reflect on the question “What is something you would like to share with a group of international and domestic students?” Something specific about a certain culture or a topic of global significance? Bring that question to the members of your RSO.

Tips

1. Marketing

Create a flyer representing your Global Café event.

May Include: Information about date & time; Pictures of food offered or things that will be talked about

We will share the flyer on the ISS Instagram story in line with the ISS social media calendar.



Figure 1. Example of a flyer from a Global Café hosted by Madison Association of Turkish Students (MATS), Fall 2023

2. Promotion

Primary website for the global café event series (updated every semester):

<https://iss.wisc.edu/get-involved/global-cafe/>

The website includes individual links to RSVP which can also be found on WIN (by searching [Global Café](#))

If you have a roster of emails for people in your club whom you would like to invite, share it with Anna Nordhaus (anna.nordhaus@wisc.edu) in advance.

An example of an invitation email from WIN:

Jay Stokes has invited you to attend Global Café: Indian Graduate Students' Association!



Global Café: Indian Graduate Students' Association!

Hosted by International Student Services

Wednesday, March 20 2024 at 4:30 PM

ISS (Pyle Center 130)

Events fill up fast so we encourage you to RSVP and book your spot on the guest list. We hope to see you there!

RSVP

3. Food

Design a menu: Make sure that there are options to accommodate different dietary restrictions. For example, consider the vegetarian options, nut allergies, religious or cultural diets etc. Try to look at items that come individually pre-packaged or easily administrable (e.g not whole chickens that will need to be cut!)

Keep in Mind: ICC refrigerating and heating capacities are LIMITED.

Many options & less of each VERSUS Few options & more of each. Generally, we recommend getting few options with more of each so students who arrive late don't miss out on a specific dish.

Let us know in advance if you need hot water or ice.

Successful examples: baklava, bagel & Turkish tea; pizza; sichuan chicken, beef and rice; pre-packaged bubble tea

4. Food

Order delivery (recommended) or self pick-up (with approval from ISS) – send Anna Nordhaus (anna.nordhaus@wisc.edu) the place & exactly what to order.

Preferred link for ordering food: <https://www.ezcater.com/>

* For pick-up, make sure the food is in the ICC by 4pm. Have additional people to carry it in from the back door of the Pyle Center, which can only be accessed by full time ISS staff. Located on Lake street here:



5. Presentation

Best presentations include information about a certain topic (culture), future RSO events and interactive activities (ISS merch can be used as an incentive to participate). Less text, more pictures. **Bring your laptop (with HDMI port or adapter)** or send the presentation to issprograms@iss.wisc.edu in advance! The Global Cafe GET Intern can go over your presentation during a virtual/in-person meeting prior to hosting or over email. The entire event is 90 minutes but formal presentation and activity combined should be less than 1 hour (from about 4:45pm-5:30pm)

6. Timeline

- Before **4pm**: First RSO hosts arrive for the set up (food & presentation)
- Around **4pm**: Food arrives
- Food given to guests in small portions to accommodate everyone
- By **4.15pm**: RSO hosts should be ready to play music and mingle with guests
- Around **4.45pm**: Event begins (presentation & activities)
- Actual presentation should not be longer than 30 minutes. Activity should also not be longer than 30 min.
- Food is given to late arrivals or seconds are provided if there's food left
- **5:30pm** Mingle with guests and buffer time
- **6pm**: Event closes & guests are asked to leave

7. Other Tips

- Create a music playlist for the event. Something culturally relevant to your RSO is encouraged.
- Expect a large crowd, especially at the beginning of semester
- Study Abroad or ISSAB (International Student Services Advisory Board) representatives may also attend to set up an information table at the event
- Allow time in the beginning for students to mingle, get ISS passport stamps, and eat before the presentation