



# FRENCH AUTHORS ON TOUR

## GENERAL INFORMATION

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Thank you for your interest in the Authors on Tour program. Please find below necessary information for the organisation of the tour. Do not hesitate to contact us if you need further information.

### The Program

French Authors on Tour is a program offered by the Cultural Services of the French Embassy in the United States in order to promote French culture in the US by helping American audiences to meet French authors. We work with universities, libraries, bookstores, publishing houses, and many other venues all over the United States.

### HOW IT WORKS

#### Application

The Cultural Services of the French Embassy keeps you updated about the upcoming authors on tour on its website [www.frenchculture.org](http://www.frenchculture.org). To automatically receive regular updates through our newsletter please register here

Alix de Cazotte (FICTION, CHILDREN'S BOOKS and COMICS): [alix.decazotte@diplomatie.fr](mailto:alix.decazotte@diplomatie.fr)

Anne-Sophie Hermil (NON-FICTION): [anne-sophie.hermil@diplomatie.gouv.fr](mailto:anne-sophie.hermil@diplomatie.gouv.fr)

**If your institution is not located in New York, Connecticut or New Jersey** please also cc the local cultural attaché.\*

### Suggest an author

If you are interested in meeting authors who are not mentioned on the website, feel free to make your suggestions to either [Alix de Cazotte](#) or [Anne-Sophie Hermil](#).

Please include:

- The name of the author
- A brief bio (5-10 lines)
- Major publications
- And contact information if available.

Let us know when and in what context you would like to schedule an event. (Publication, conference, book fair, festival...) As a general rule we do not tour authors who have taken part in our program in the last three years.

### Visa

Our authors travel to the US on the Visa Waiver Program (VWP) for Business or on a B1 visa (Temporary visitor for business). The VWP and the B1 visa may allow them to receive an honorarium for their conferences.

### Honorarium

Universities and institutions usually grant the visiting author an honorarium ranging from \$200 to \$1,000. If you are the first university to welcome the author in the US, you are requested to fill out the ITIN (Individual Taxpayer Identification Number) request and to send it to the institutions who will welcome the author after you. The Book Office of the French Embassy is not entitled to fill out that request. ***It is essential to contact the appropriate people*** in your institution in charge of handling payments to foreign scholars to ensure that you follow the procedures set forth by your institution's accounting regulations as well as those of the visa waiver of visa of entry. You will find all the information on ITIN on the [Internal Revenue Service website](#). The paperwork must be done in the presence of the author. Please, find below the necessary forms:

- [Form W7](#)
- [Form W8BEN](#)
- [Form W9](#)
- [Form 8233](#)

You will also need to provide a copy of the author's passport as well as a copy of his I-94 form.

### **Length of tours**

Authors' tours usually last up to two weeks. Occasionally, tours might be longer if we can secure additional funding from the publisher, universities and/or other partners involved in the tour.

### **Accommodation**

During the tour the welcoming institution is expected to take care of the housing of the author. Unless otherwise specified the hosting institution books and pays for the hotel for as many nights as necessary. To avoid changes of hotel and multiple bookings, we may ask one institution to make the reservation for a longer period. The author or another institution may be responsible for payment for the additional nights.

### **Travel**

The Cultural Services of the French Embassy will pay for some airfares trains and buses (international and domestic). For extended stays we might ask hosting institutions to contribute some of the travel funding of the authors. The hosting institution is also responsible for pick-up and drop-off of the author at the airport and/or the train station.

### **Language of communication**

Whenever possible we invite authors who speak English fluently, but in some cases, a translation may be required. Please check the language of communication and/or secure a translation if the communication needs to be in English at your institution.

### **PLEASE NOTE**

Your application will not be taken into consideration if you do not fill out the [application form](#). As soon as we receive your application, we will contact you to confirm your participation in the tour and discuss practical matters.

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#### **\*List of cultural attachés:**

##### **Alabama, Georgia, Mississippi, North Carolina, South Carolina, Tennessee**

Alexandre Durand, *Cultural Attaché*: alexandre.durand@diplomatie.gouv.fr

##### **Maine, Massachusetts, New Hampshire, Rhode Island, Vermont**

Latifa Bentiri, *Cultural Attaché*: latifa.bentiri@diplomatie.gouv.fr

##### **Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin**

Tanguy Accart, *Cultural Attaché*: tanguy.accart@diplomatie.gouv.fr

##### **Arkansas, Oklahoma, Texas**

Marie Lozon de Cantelmi, *Cultural Attaché*, marie.lozon-de-cantelmi@diplomatie.gouv.fr

##### **Florida, Puerto Rico, Bahamas, Virgin Islands, Turks and Caicos Islands, Cayman Islands**

Vanessa Selk, *Cultural Attachée*: vanessa.selk@diplomatie.gouv.fr

##### **Louisiana**

Béatrice Germaine, *Cultural Project Manager*: beatrice.germaine@diplomatie.gouv.fr

##### **Arizona, Colorado, Nevada (S.), New Mexico, Southern California**

Anne-Sophie Simenel, *Cultural Attachée*: as.simenel@consulfrance-losangeles.org

##### **Hawaii, Idaho, Montana, Nevada (N.), Northern California, Oregon, Utah, Washington, Wyoming, Alaska**

Juliette Donadieu, *Cultural Attaché*: Juliette.donadieu@diplomatie.gouv.fr

##### **DC., Delaware, Maryland, Pennsylvania, Virginia, West Virginia**

Julie Le Saos, *Cultural Attachée*: julie.le-saos@diplomatie.gouv.fr