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SEMINAR PACK

INFOKIT FOR PRACTICIONERS

This document summarise the work that has been done throughout two years from the partnership in order to create a new format of thematic seminars in the field of Vocational Education and Training for promoting the capacity building and the exchange of knowledge among managerial and teaching staff of European VET providers.

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Introduction

This document summarises the most important procedures, tasks and timeline necessary to implement the a seminar dedicated to VET providers for the exchange of know-how, sucessul initiatives but also to discuss and work together to boost innovation and the internationalisaiton of the sector. The event has been conceived to bring together representatives of the Vocational Education and Training to exchange about innovation in this sector throughout a peer learning and interactive approach. Another purpose of the event is to create the right environment to provide proper stimulus for boosting the international networks of the participating organisations.

The document is divided in three part:

1. **Structure of the Seminar** is presented in its final version as it has been shaped after having piloted it twice, in Lisbon (2021) and in Lyon (2022) and after the feedbacks from organisers and participants have been integrated.
2. **Key elements for a smooth implementation** to take into consideration in each step of the event organisations
3. **Timeline** this is an example based on the second year piloting that might serve as inspiration for event menagers;

Structure of the event

	Day 1	Day 2	Day 3
30 min	Registration	Registration	Registration
15 min	Participants move in the plenary room		
40 min	Welcome 1 Key note speaker	2 Key note speakers / roundtable	2 Key note speakers / roundtable
15 min	Participants move in the parallel sessions		
75 min	Parallel workshops	Parallel workshops	Parallel workshops
10 min	Participants move to the coffee break area		
30 min	Coffee break		
75 min	Parallel workshops	Parallel workshops	Conclusions and call to action
120 min	Lunch break		
Afternoon	School visits	Field Visits	Optional cultural activities
Evening	Apero	Blind dinner	

Key elements for a smooth organisation

Step 1: Define the basics of the event

The detailed timeline will depend on some elements that the event manager can or cannot influence.

Before to start organising the event the following ones needs to be clear or defined:

- **WHAT:** Establish Topic and subtopics. It might be based on some events in the year (ie. European year);
- **WHY:** Definition of the objectives of the event;
- **WHO:** Target groups (VET providers, VET staff and teachers)
- **HOW:** Define/analyse the location in relation to the rooms availables, capacity of rooms, cost of accommodation, cost of lunches and coffee breaks, microphone, IT, facility to move around, human resources available and source of financing (KA1, KA2);
- **WHEN:** Check available dates and venues

Step 2: Structure the event timeline

Once you have defined the Step 1 finalise the structure of the timeline, also based on the detailed inputs and suggestions provided below for its correct implementation (Step 3, Step 4 and Step)

Step 3: Preparation of the event

The event preparation phase last rougly seven months and here below there are some tips that have been drafted based on the two pilot editions

- **Registration and collection of contributions**
 - Define the registration process (including GDPR and image rights);
 - Select contributions carefully and in a relevant way based on the topic chosen;
- **Programme creation**
 - Protocol for the invitation of keynote speakers
 - Provide support to contributors to make sure that the interactive part is the most significant one;
- **Internal and external communication**
 - Draft the concept note of the event
 - Press release for launching the event
 - Shared knowledge: create tools to share information in an effective way (QR code, personalised program; info point);
- **Budget**
 - Define suppliers and cost for the implementation each activity and guaranteeing a nice experience to participants;
 - Foresee a budget for keynotespeakers
 - Sponsorship
- **Seminar Team**
 - Creation of subteams and assignments to them specific tasks.
 - Schedule with the whole team montlhy meetings;
 - Create a checklist with all tasks, the timing and the responsible;

Key elements for a smooth organisation

Step 4: During the event

This tasks resulted to be crucial for the smooth implementation of the event

- **Rooms Set up:** have some staff that check the set up of the rooms well in advance before each working sessions
- **Welcome and info point:** Set up a table in the entrance with
- **Supporting staff:** Make sure that in each break out session there is a person of your staff to support the facilitators and deal with unexpected events;
- **Promotion:** post live pictures and press release;
- **internal communication channel:** establish a group of whatsapp where all key people involved in the organisation and participant care can exchange information and support each other for dealing with unexpected event;

Step 5: After the event

To proper conclude the event cycle and get ready to the next one

- **Evaluation:** seek with specific questions feedback, expectations and open comments and suggestions through a restitution moment in the closing session and also a final questionnaire to e filled within 30 days after the end of the event
- **Final debriefing:** Meeting with the seminar team and staff that supported participants;
- **Thank-you message** to all speakers and participants
- **Pubbbication:** Make presentations and reports available
- **Promotional video:** editing and publishing

Timeline

