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Mov'in Europe Guidelines





Introduction

A Mov'in Europe event is a concrete action to promote mobility opportunities, as such these types of events are the key recipe of the mobility promotion phase of the Erasmus Generation in Action (EGiA) project.


EGiA is a project that ESN is leading, co-funded by the European Parliament, which is mobilising young Europeans through international opportunities while focusing on awareness and access to citizen's rights.

EGiA aims to raise awareness about EU citizenship opportunities and foster active citizenship among European youth through impactful actions in around 20 Member States and more than 150 activities engaging thousands of young Europeans in discussions about their role as active citizens and mobility opportunities. This brings us to Mov'In Europe.

Mov'In Europe events were organised a few years ago by ESN gathering massive success due to its variety, fun, opportunities to connect, and overall quality. These events offer unique ways to interact with other people to promote mobility and EGiA is supporting a new round of these events this year!

From a technical point of view, events are also a logistical process. When you are willing to organise an event, as experienced as you might be, you still need to plan ahead and think about all the resources that you will need to achieve your goal. You will also consider more details such as the objective of your event, the target group, and the difficulties that you may face. This is why we created this document acting like a menu filled with juicy events options and to easily support you in choosing the right type of event for you.





Interaction with people is one of the keys to the success of a Mov'in Europe event. By creating interactions we will try as much as possible to influence the attitude of young people and encourage them to go abroad, helping them build their ideas and removing their inner fears and doubts. The choice of actions and events is yours, but bear this point in mind: Mov'in Europe events are meant to create interactions with young people with the aim to open their mind to the world.

Actions and events are the best tools that you can use to answer the following question: how do we promote mobility? This will be the goal to be achieved during all of the events that will be implemented during this local phase of EGIA taking place all over Europe between Fall and Winter 2023. As an ESNER you may have gone through a lot of events already, you may have experienced mobility as well. It is time to use your knowledge and all the advice that will be provided hereafter in this document, to organise events, and to inspire or to inform young people to be mobile and experience diverse mobility opportunities.

Your knowledge combined with your resources and the resources provided by EGIA to your National Organisation or Section will shape unique events allowing the Erasmus Student Network to fulfil one of its main missions: promoting mobility.



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International Student Night

Description of the event

An International Students Night is a unique night to welcome the new international students and where they have the opportunity to become actors of such night by promoting their countries and cultures to the local population, creating a unique international atmosphere meant to inspire local citizens, including students and young people. By raising awareness through the implementation of an international atmosphere, this Mov'In Europe event is an Erasmus Generation in Action activity aimed at being an inspirational event. It is also a good occasion for local sections to cooperate with stakeholders to create a successful event.

More details about the event

EVENT TYPE

INFORMATIONAL



INSPIRATIONAL



TARGET GROUPS

MAIN TARGET GROUPS

International students (actors and participants)

ADDITIONAL TARGETS

Local students, youth and citizens

POSSIBLE SUPPORT FROM

City council, university, student organisations

POSSIBLE ACTIVITIES

MINIMUM

- » Welcome speech
- » Live shows (stand-up comedy, cultural shows, etc.)
- » International dinner / buffet

AVERAGE

- » Welcome speech
- » Live shows (stand-up comedy, cultural shows, etc.)
- » International dinner / buffet
- » International stands

MAXIMUM

- » Welcome speech
- » Live shows
- » International dinner / buffet
- » International stands
- » Erasmus Got Talent

Steps to a successful International Students Night

- 1 Brainstorm about EGiA and mobility promotion-related ideas and objectives.
- 2 Evaluate your resources and needs, choose the size of the event accordingly.
- 3 Present the EGiA and mobility promotion to the rest of the team.
- 4 Contact your international students.
- 5 Ask them to bring flags, accessories food and soft drinks from their countries.
- 6 Contact your local stakeholders to see if they support you and express your needs.
- 7 Find a venue to hold the event and book it.
- 8 Look for further financial support, if needed.
- 9 Set up a strong communication campaign.
- 10 Add your planned event on together.eu.
- 11 Make sure to have all your logistic needs filled.
- 12 Make sure your volunteers know their tasks and prepare a plan.
- 13 Invite local stakeholders to the event to thank them for their support.
- 14 Invite Press & Media to get coverage.

- 15 Give final instructions to the team and international students.
- 16 During the event, keep coordinating.
- 17 Take signatures, pictures and videos of your event.
- 18 Reporting time and reimbursement requests.

SOME TIPS FOR THE INTERNATIONAL STUDENTS NIGHT

- 1 Invest money on decoration to create a unique international atmosphere.
- 2 Open your event to local citizens and students to create awareness.
- 3 Make international students the actors of this unique night.
- 4 Grant them some budget to buy food they can easily prepare.
- 5 Ask them to bring flags and traditional costumes beforehand.
- 6 Stay as sustainable/eco-friendly as possible.





Flag Parade

Description of the event

A Flag Parade is an event that you have probably already seen if you took part in an Erasmus Generation Meeting of ESN. If you have never seen this colourful show, the main idea is really simple: try to imagine hundreds of people waving their countries flags in the sky, wearing the colours of their countries and singing their national anthems walking along all together. The flag parade is probably one of the best representations of ESN values: unity in diversity, diversity in unity. It is a unique showcase of colours creating an international atmosphere in the city that will inspire local citizens seeing such displays of colours, realising the internationality of their city, and creating awareness. The Flag Parade is literally a Mov'in Europe manifestation and a physical demonstration of the Erasmus Generation being in Action!

More details about the event

EVENT TYPE

INFORMATIONAL



INSPIRATIONAL



TARGET GROUPS

MAIN TARGET GROUPS

International students / youth / local citizens

ADDITIONAL TARGETS

Local stakeholders

POSSIBLE SUPPORT FROM

City council



POSSIBLE ACTIVITIES

MINIMUM

- » Walking around the city
- » Waving countries flags

AVERAGE

- » Walking around the city
- » Waving countries flags
- » Flashmob

MAXIMUM

- » Walking around the city
- » Waving countries flags
- » Flashmob
- » Addition of a social programme (for example International Student Night) after the Parade

EVENT COMPLEXITY

MINIMUM

AVERAGE

MAXIMUM

	MINIMUM	AVERAGE	MAXIMUM
EVENT SIZE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	30 People	50 People	100 People
TIME NEEDED <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 Hour	1.5 Hours	2 Hours
PREPARATION TIME <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 Month	2 Months	3 Months
CHALLENGE <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Low	Average	Big

HUMAN RESOURCES NEEDED

MINIMUM

AVERAGE

MAXIMUM

	MINIMUM	AVERAGE	MAXIMUM
VOLUNTEERS	5-10 People	10-15 People	15-20 People
INTERNATIONAL STUDENTS	20-30 People	30-50 People	50-60 People
AMBASSADORS	5-10 People	10-15 People	15-20 People



MATERIALS NEEDED

	MINIMUM	AVERAGE	MAXIMUM
LOGISTICS 	<ul style="list-style-type: none"> » Track defined » Countries flags » Countries painting / make-up » National anthems » Flags 	<ul style="list-style-type: none"> » Track defined » Countries flags » Countries painting / make-up » National anthems » Flags » Balloons 	<ul style="list-style-type: none"> » Track defined » Countries flags » Countries painting / make-up » National anthems » Flags » Balloons » Venue for additional programme
COMMUNICATION 	<ul style="list-style-type: none"> » Mail » Press release » Preparation meetings 	<ul style="list-style-type: none"> » Mail » Press release » Preparation meetings 	<ul style="list-style-type: none"> » Mail » Press release » Preparation meetings
PRINT PACKAGE 	<ul style="list-style-type: none"> » Flags 	<ul style="list-style-type: none"> » Flags 	<ul style="list-style-type: none"> » Flags

FINANCES REQUIRED

BUDGET	Low budget
EXPENDITURES	Flags / Make-up / Accessories
GRANTS POSSIBILITY	University / City / EU projects
SPONSORS	Not really, except for gadgets



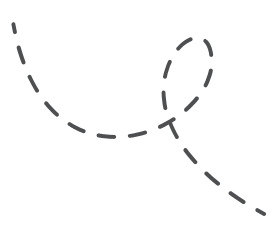
Steps to a succesful Flag Parade

- 1 Brainstorm about EGIA and mobility promotion-related ideas and objectives.
- 2 Evaluate your resources and needs, choose the size of the event accordingly.
- 3 Check the regulations and contact local authorities.
- 4 Present the project to the rest of the team.
- 5 Contact your international students.
- 6 Ask them to bring flags, accessories of their countries.
- 7 Design the track to be followed during the Parade.
- 8 Contact the City Hall to present the idea and gain support.
- 9 Contact the press and media to get some coverage.
- 10 Add your planned event on together.eu.
- 11 Check the weather forecast and adapt the program if needed with contingency plans.
- 12 Give instructions to your international students.
- 13 Keep coordinating the event, ensure that the parade is following.
- 14 Take signatures and pictures and videos of your event.
- 15 Share posts about the event.

Some tips for the Flag Parade

- 1 If you don't have flags, ask the City Hall or University if you could borrow theirs.
- 2 Balloons are not a must, but it's easier to keep an overview, and nicer as well.
- 3 Designating a leader for each country could be a wise move.
- 4 Get this unique show filmed. By drone is probably the best option.
- 5 The Flag Parade could be a good introduction to further activity, think about it.





Erasmus in Schools

Description of the event

As an ESN volunteer you probably already know what Erasmus in Schools is, focusing on the education and teaching of pupils in order to raise their awareness. With your assistance, international students have the occasion to tell their stories, talk about their countries and also share the experience they are living. This Mov'In Europe activity aims to make kids or teenagers aware of the world they are living in, pushing them to go beyond the frontiers they know and creating the desire to go abroad at a very young age by inspiring them and - why not - even making them the next members of the Erasmus Generation.

More details about the event

EVENT TYPE	
INFORMATIONAL 	INSPIRATIONAL

TARGET GROUPS	
MAIN TARGET GROUPS	<u>Pupils / Undergraduate students</u>
ADDITIONAL TARGETS	<u>Schools / High Schools</u>
POSSIBLE SUPPORT FROM	<u>Schools / High Schools / City council</u>



POSSIBLE ACTIVITIES

MINIMUM

- » Countries presentation
- » Experience sharing

AVERAGE

- » Countries presentation
- » Experience sharing
- » Europe presentation
- » Language lesson

MAXIMUM

- » Countries presentation
- » Experience sharing
- » Europe presentation
- » Language lesson
- » International quiz (easy)

EVENT COMPLEXITY

MINIMUM

AVERAGE

MAXIMUM

	MINIMUM	AVERAGE	MAXIMUM
EVENT SIZE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	30 People	60 People	100 People
TIME NEEDED <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	30 Minutes	1 Hour	1 H 30 Min
PREPARATION TIME <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 Month	1.5 Months	2 Months
CHALLENGE <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Very low	Low	Average

HUMAN RESOURCES NEEDED

MINIMUM

AVERAGE

MAXIMUM

	MINIMUM	AVERAGE	MAXIMUM
VOLUNTEERS	1 People	2 People	2 People
INTERNATIONAL STUDENTS	1 People	2 People	2-3 People
AMBASSADORS	Not required	Not required	Not required



MATERIALS NEEDED

MINIMUM

AVERAGE

MAXIMUM

LOGISTICS



- » Projector
- » World map
- » PPT presentation

- » Projector
- » World map
- » PPT presentation

- » Projector
- » World map
- » PPT presentation

COMMUNICATION



- » Mail
- » Phone calls
- » Preparation meetings

- » Mail
- » Phone calls
- » Preparation meetings

- » Mail
- » Phone calls
- » Preparation meetings

PRINT PACKAGE



- » Flags
- » Posters

- » Flags
- » Posters

- » Flags
- » Posters

FINANCES REQUIRED

BUDGET

Not required

EXPENDITURES

None

GRANTS POSSIBILITY

EU projects

SPONSORS

Not adapted to the event





Steps to a succesful Erasmus in Schools

- 1 Brainstorm about EGiA and mobility promotion-related ideas and objectives.
- 2 Present the project to the rest of the team.
- 3 Contact some international students.
- 4 Add your planned event on together.eu.
- 5 Contact a(n) (High)school willing to receive you.
- 6 Meet with teachers and responsible to prepare the meeting.
- 7 Ask your international students to prepare presentations / quiz.
- 8 Ask them to bring flags.
- 9 Take signatures and pictures and videos of your event.
- 10 Share posts on social media.

Some tips for Erasmus in Schools

- 1 You may need to ask for permission to take video or pictures of people below 18 years old. For signatures, the teacher or school representative can sign while you simply indicate the number of present youth in the signature sheet.
- 2 Make the presentations interactive, foster the dialogue.
- 3 If possible, parents of children can also attend and become another “target” audience.
- 4 If you organise a quiz, bring some rewards for the kids.
- 5 If it goes well, why not sign an agreement with the school for further events?





SPORT EVENT

Description of the event

Sports events and competitions are usually gathering thousands of people from all over the world. Think about the World Cup or the Olympic Games, both are examples on how different nationalities can be united by the same passion. Sport appears as an opportunity to move abroad. Sport events create an international and friendly atmosphere creating strong bonds between people. Organising a sport event is a perfect way to promote mobility by sports. You can organise a couple of games in addition to the sport competition and even have a stand where more information can be provided. Sports events can also become large-scale events that you may turn into regional or national events, ensuring even more success for the event.

More details about the event

EVENT TYPE	
INFORMATIONAL ☑☑○○○	INSPIRATIONAL ☑☑☑○○

TARGET GROUPS	
MAIN TARGET GROUPS	Local students / undergraduate students / international students
ADDITIONAL TARGETS	Youth, Local citizens and stakeholders
POSSIBLE SUPPORT FROM	University / city council / Region / Partners



POSSIBLE ACTIVITIES

MINIMUM

- » Sports competition
- » Stands
- » Animations

AVERAGE

- » Sports competition
- » Stands
- » Animations
- » Live shows

MAXIMUM

- » Sports competition
- » Stands
- » Animations
- » Live shows

EVENT COMPLEXITY

	MINIMUM	AVERAGE	MAXIMUM
EVENT SIZE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	20-50 People	50-100 People	100-200 People
TIME NEEDED <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Half a day	1 - 2 Days	2-3 Days
PREPARATION TIME <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	1.5 Months	2 Months	3 Months
CHALLENGE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Low	Average	High

HUMAN RESOURCES NEEDED

	MINIMUM	AVERAGE	MAXIMUM
VOLUNTEERS	20-30 People	30-50 People	50-70 People
INTERNATIONAL STUDENTS	50 People	100 People	200 People
AMBASSADORS	Not required	Not required	Not required



MATERIALS NEEDED

	MINIMUM	AVERAGE	MAXIMUM
LOGISTICS ✔✔○○○	<ul style="list-style-type: none">» Sports facilities» Sports equipment» Stage» Flags» Roll-up» Banners» Rewards	<ul style="list-style-type: none">» Sports facilities» Sports equipment» Stage» Flags» Roll-up» Banners» Rewards» Accommodation» Other activities	<ul style="list-style-type: none">» Sports facilities» Sports equipment» Stage» Flags» Roll-up» Banners» Rewards» Accommodation» Other activities
COMMUNICATION ✔✔✔✔○	<ul style="list-style-type: none">» Mail» Phone calls» Preparation meetings» Website» Facebook event	<ul style="list-style-type: none">» Mail» Phone calls» Preparation meetings» Website» Facebook event» Press release» Brochures/Flyers» Promotional video	<ul style="list-style-type: none">» Mail» Phone calls» Preparation meetings» Website» Facebook event» Press release» Brochures/Flyers» Promotional video» Goodies
PRINT PACKAGE ✔✔○○○	<ul style="list-style-type: none">» Flags» Roll-up	<ul style="list-style-type: none">» Flags» Roll-up	<ul style="list-style-type: none">» Flags» Roll-up



FINANCES REQUIRED

BUDGET

Medium to High budget

EXPENDITURES

Stands rent / Venue rent / Food and soft drinks / Rewards /
Additional activities / Flags / Printing costs / Badges

GRANTS POSSIBILITY

University, city hall, region, national, EU projects

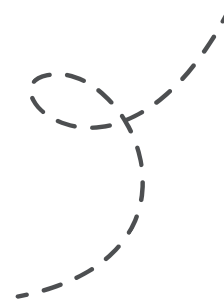
SPONSORS

Yes, interesting opportunity

Steps to a successful Sport Event

- 1 Brainstorm about EGIA and mobility promotion-related ideas and objectives.
- 2 Evaluate your resources and choose size of the event accordingly
- 3 Present the project to the rest of the team
- 4 Contact your international students.
- 5 Contacts local stakeholders to express your needs and see if they support you.
- 6 Look for venues and book it.
- 7 Contact partners to get financial support and gadgets/discounts.
- 8 Set a very strong communication campaign.
- 9 Add your planned event on together.eu.
- 10 Invite Press & Media to get media coverage.
- 11 Invite stakeholders to thank them for their support.
- 12 Make sure your volunteers know their tasks, prepare a planning.
- 13 Print all printed material that you will need.
- 14 Buy all the things you will need for the event.

- 15 Check the facilities beforehand with security responsible.
- 16 Put everything in place.
- 17 Give last instructions to volunteers.
- 18 Keep coordinating the event.
- 19 Take signatures pictures and videos of your event.
- 20 Post on social media.



Some tips for Sport Event

- 1 Invite surrounding sections to your event to attract more people.
- 2 Try to make the best use out of partners and receive important private funds.
- 3 Talking about partners, try to get a sports shop as sponsor of the event.
- 4 Create national teams, if possible, to stress the internationality of your event.
- 5 Provide information on stands and implement national stands.



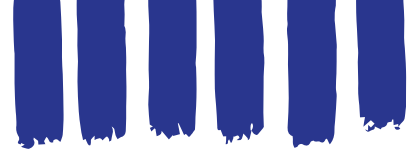


PHOTO EXHIBITION

Description of the event

How many of us have seen these “Places to see before you die” posts and felt inspired by them? Seeing pictures of the places where people have been, showing breathtaking landscapes makes people realise what stands beyond their home, it will make them feel like they want to travel to see the world with their own eyes. What if we would do that with pictures of our mobility that will create awareness and inspire? A photo exhibition presenting the world through ambassadors could be a nice way to promote mobility.

More details about the event

EVENT TYPE	
INFORMATIONAL <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	INSPIRATIONAL <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

TARGET GROUPS	
MAIN TARGET GROUPS	<u>Local students</u>
ADDITIONAL TARGETS	<u>International students, youth</u>
POSSIBLE SUPPORT FROM	<u>University, city council, student organisations</u>



POSSIBLE ACTIVITIES

MINIMUM

- » Photo exhibition

AVERAGE

- » Photo exhibition
- » Video exhibition

MAXIMUM

- » Photo exhibition
- » Video exhibition
- » Countries stand

EVENT COMPLEXITY

MINIMUM

AVERAGE

MAXIMUM

	MINIMUM	AVERAGE	MAXIMUM
EVENT SIZE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	30-50 People	50-100 People	100-150 People
TIME NEEDED <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3 Hours	4 Hours	5 Hours
PREPARATION TIME <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1.5 Months	2 Months	3 Months
CHALLENGE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Very low	Low	Low

HUMAN RESOURCES NEEDED

MINIMUM

AVERAGE

MAXIMUM

	MINIMUM	AVERAGE	MAXIMUM
VOLUNTEERS	5 People	10 People	10 People
INTERNATIONAL STUDENTS	5-10 People	10-15 People	15-20 People
AMBASSADORS	5-10 People	10-15 People	15-20 People

MATERIALS NEEDED

MINIMUM

AVERAGE

MAXIMUM

LOGISTICS



- | | | |
|-----------------------|-----------------------|-----------------------|
| » Room: +100 capacity | » Room: +100 capacity | » Room: +100 capacity |
| » Projector | » Projector | » Projector |
| » Photos | » Photos | » Photos |
| » Videos | » Videos | » Videos |
| | | » Table/stands |

COMMUNICATION



- | | | |
|------------------|------------------|------------------|
| » Mailing lists | » Mailing lists | » Mailing lists |
| » Facebook event | » Facebook event | » Facebook event |
| » Posters | » Posters | » Posters |

PRINT PACKAGE



- | | | |
|-----------|-----------|-----------|
| » Flag | » Flags | » Flags |
| » Posters | » Posters | » Posters |
| » Roll-up | » Roll-up | » Roll-up |

FINANCES REQUIRED

BUDGET

Very Low budgett

EXPENDITURES

Printing costs

GRANTS POSSIBILITY

University, city, EU grants

SPONSORS

No

Steps to a succesful Photo Exhibition

- 1 Brainstorm about EGIA and mobility promotion-related ideas and objectives.
- 2 Evaluate your resources and needs, choose the size of the event accordingly.
- 3 Present the project to the rest of the team.
- 4 Contact Ambassadors and explain to them the initiative.
- 5 Contact your international students and explain them the initiative.
- 6 Collect the photos from them.
- 7 Contact your local stakeholders to see if they support you and express your needs.
- 8 Find a venue to hold the event and book it.
- 9 Set your communication campaign.
- 10 Add your planned event on together.eu.
- 11 Print the photos .
- 12 Make sure to have all your logistical needs filled.
- 13 Make sure your volunteers know their tasks, prepare a planning.
- 14 Invite local stakeholders to the event to thank them for their support.
- 15 Give final instructions to the team, international students and ambassadors.
- 16 During the event, keep coordinating.
- 17 Take signatures and pictures and videos of your event.
- 18 Post on social media about the event.



Some tips for Photo Exhibition

- 1 Ask international students and ambassadors to be there to give more explanations.
- 2 Ask them also to bring accessories or flags to make the event even more visual.
- 3 Play some ESN videos connected to the topic.
- 4 Set up a stand to provide more information .
- 5 Make the event more interactive through quizzes and games.





INFOMARKET

Description of the event

Infomarket is another type of event you may be familiar with, especially if you already took part in the Erasmus Generation Meeting of ESN. An infomarket, as you can guess by its name, is an informational event meant to provide information and documents about the universities, presenting them to the local students, getting them to know the possibility to have a part of their studies abroad. To sum up, the idea consists in gathering as many documents as possible from diverse universities abroad and to make local students aware about the choices and programmes. You can also gather information and resources on mobility in general to inform people about what a mobility is and what it entails. in terms of benefits and opportunities.

More details about the event

EVENT TYPE	
INFORMATIONAL <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	INSPIRATIONAL <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

TARGET GROUPS	
MAIN TARGET GROUPS	Local students
ADDITIONAL TARGETS	International relations office, youth
POSSIBLE SUPPORT FROM	Home university, partner universities



POSSIBLE ACTIVITIES

MINIMUM

- » Documents on stands
- » Ambassadors, international students presentations

AVERAGE

- » Documents on stands
- » Ambassadors, international students presentations
- » Presentation of Erasmus+

MAXIMUM

- » Documents on stands
- » Ambassadors, international students presentations
- » Presentation of Erasmus+
- » Countries presentations

EVENT COMPLEXITY

MINIMUM

AVERAGE

MAXIMUM

	MINIMUM	AVERAGE	MAXIMUM
EVENT SIZE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	50-100 People	100-150 People	150-200 People
TIME NEEDED <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2 Hours	3 Hours	4 Hours
PREPARATION TIME <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2 Months	2.5 Months	3 Months
CHALLENGE <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Very low	Low	Average

HUMAN RESOURCES NEEDED

MINIMUM




AVERAGE

MAXIMUM

	MINIMUM	AVERAGE	MAXIMUM
VOLUNTEERS	5 People	10 People	15 People
INTERNATIONAL STUDENTS	5-10 People	10-15 People	15-20 People
AMBASSADORS	5-10 People	10-15 People	15-20 People



MATERIALS NEEDED

	MINIMUM	AVERAGE	MAXIMUM
LOGISTICS 	<ul style="list-style-type: none"> » Room: +100 capacity » University documentation » Countries flags 	<ul style="list-style-type: none"> » Room: +100 capacity » University documentation » Countries flags » ESN goodies 	<ul style="list-style-type: none"> » Room: +100 capacity » University documentation » Countries flags » ESN goodies » Projector » Small room: +20 capacity
COMMUNICATION 	<ul style="list-style-type: none"> » Students mailing lists » Facebook event » Posters 	<ul style="list-style-type: none"> » Students mailing lists » Facebook event » Posters 	<ul style="list-style-type: none"> » Students mailing lists » Facebook event » Posters » Press release
PRINT PACKAGE 	<ul style="list-style-type: none"> » Flag » Roll-up » Nametags 	<ul style="list-style-type: none"> » Flag » Roll-up » Nametags » Posters 	<ul style="list-style-type: none"> » Flag » Posters » Roll-up » Posters

FINANCES REQUIRED

BUDGET	Low-Medium budget
EXPENDITURES	Printing costs
GRANTS POSSIBILITY	University, EU grants
SPONSORS	No



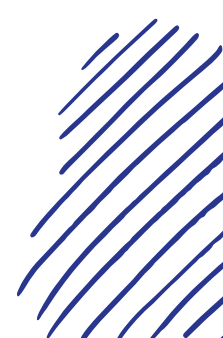
Steps to a succesful Infomarket

- 1 Brainstorm about EGiA and mobility promotion-related ideas and objectives.
- 2 Evaluate your resources and needs, choose the size of the event accordingly.
- 3 Present the project to the rest of the team.
- 4 Contact your University and International Relation Office(s).
- 5 Find a venue to hold the event and book it.
- 6 Add your planned event on together.eu.
- 7 Contact Partners Universities to get some material and documentation.
- 8 Ask them to cover the postal costs OR ask your local University.
- 9 Contact Ambassadors and present them the project.
- 10 Invite University and International Relation Office(s) to thank them.
- 11 Invite Press & Media to your event if is big enough.
- 12 Do the same with International Students.
- 13 Ask them to bring material (pictures, flags).
- 14 Print the materials that you will need.
- 15 Make sure all your logistic needs are filled.
- 16 Give last instructions to the volunteers.
- 17 Keep coordinating the event.
- 18 Take signatures and pictures and videos of your event.
- 19 Post on social media.



Some tips for Infomarket

- 1 Don't forget that ESN volunteers can also be ambassadors of their Erasmus countries.
- 2 Contact other ESN sections to add ESN material on the stands.
- 3 Add an inspirational approach, ask ambassadors to bring pictures and encourage them to share their experience.
- 4 The choice of the location will also affect the attraction, think about it twice.
- 5 Implementing a stand could be a good idea.





MOBILITY BREAKFAST

Description of the event

A very small and friendly event, with international students and ambassadors you just need to set a small stand proposing breakfast to students passing by and at the same time providing them with information about mobility opportunities and discussing with them a students to students approach.

More details about the event

EVENT TYPE	
INFORMATIONAL <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	INSPIRATIONAL <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

TARGET GROUPS	
MAIN TARGET GROUPS	<u>Local students</u>
ADDITIONAL TARGETS	<u>International relations office, youth</u>
POSSIBLE SUPPORT FROM	<u>University, student organisations</u>



POSSIBLE ACTIVITIES

MINIMUM

- » Breakfast and coffee
- » Mobility documentation

AVERAGE

- » Breakfast and coffee
- » Mobility documentation

MAXIMUM

- » Breakfast and coffee
- » Mobility documentation

EVENT COMPLEXITY

MINIMUM

AVERAGE

MAXIMUM

EVENT SIZE	👍👍👍👍👍	25 People	30 People	40 People
TIME NEEDED	👍👍👍👍👍	1 Hour	1.5 Hours	2 Hours
PREPARATION TIME	👍👍👍👍👍	1 Month	1 Month	1.5 Months
CHALLENGE	👍👍👍👍👍	Very low	Very low	Low

HUMAN RESOURCES NEEDED


MINIMUM

AVERAGE

MAXIMUM

VOLUNTEERS	1 People	1 People	1 People
INTERNATIONAL STUDENTS	1 People	1 People	1 People
AMBASSADORS	1 People	1 People	1 People

MATERIALS NEEDED

	MINIMUM	AVERAGE	MAXIMUM
LOGISTICS 	<ul style="list-style-type: none"> » Tables » Chairs » Water/Coffee/Juice » Breakfast » Plates » Glasses 	<ul style="list-style-type: none"> » Tables » Chairs » Water/Coffee/Juice » Breakfast » Plates » Glasses 	<ul style="list-style-type: none"> » Tables » Chairs » Water/Coffee/Juice » Breakfast » Plates » Glasses

COMMUNICATION 	<ul style="list-style-type: none"> » Facebook event » Social media promotion 	<ul style="list-style-type: none"> » Facebook event » Social media promotion 	<ul style="list-style-type: none"> » Facebook event » Social media promotion
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PRINT PACKAGE 	<ul style="list-style-type: none"> » Flag 	<ul style="list-style-type: none"> » Flag 	<ul style="list-style-type: none"> » Flag
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FINANCES REQUIRED

BUDGET Very low budget

EXPENDITURES Printing costs, catering

GRANTS POSSIBILITY

SPONSORS No





Steps to a succesful Mobility Breakfast

- 1 Brainstorm about EGIA and mobility promotion-related ideas and objectives.
- 2 Evaluate your resources and needs, choose the size of the event accordingly.
- 3 Present the project to the rest of the team.
- 4 Add your planned event on together.eu.
- 5 Contact one International Student and one Ambassador.
- 6 Find a venue to hold the event and book it .
- 7 Prepare the breakfast shopping.
- 8 Make sure to have all your logistic needs filled.
- 9 Take signatures and pictures and videos of your event.
- 10 Post on social media.

Some tips for Mobility Breakfast

- 1 Make that breakfast international, ask your international students to prepare something.
- 2 Choose a good spot and timing to make your stand more visible.
- 3 Interact with people, ask them questions about mobility and what do they think about it.
- 4 Encourage them to come back to you if they have further questions.





MOBILITY DAY

Description of the event

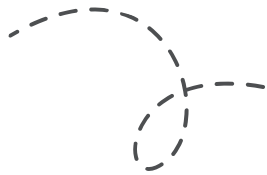
The Erasmus+ programme includes many possibilities when it comes to the mobility of people and it is not only restricted to students anymore. At the same time, the available information may be confusing and would need further explanation to make people aware of all the opportunities they can seize to go abroad. Beyond Erasmus+ there are many more opportunities that you could also promote during this event.

More details about the event

EVENT TYPE	
INFORMATIONAL 	INSPIRATIONAL

TARGET GROUPS	
MAIN TARGET GROUPS	Local students, High school students
ADDITIONAL TARGETS	International relations office, youth
POSSIBLE SUPPORT FROM	International relations office, National Agency, university





POSSIBLE ACTIVITIES

MINIMUM

- » General presentation of Erasmus+
- » Questions and discussions
- » Presentation of mobility opportunities (detailed)

AVERAGE

- » General presentation of Erasmus+
- » Questions and discussions
- » Presentation of mobility opportunities (detailed)
- » Small sessions
- » Testimonials

MAXIMUM

- » General presentation of Erasmus+
- » Questions and discussions
- » Presentation of mobility opportunities (detailed)
- » Small sessions
- » Testimonials
- » Preparation workshops

EVENT COMPLEXITY

MINIMUM

AVERAGE

MAXIMUM

EVENT SIZE	👍👍👍👍👍	30 People	50 People	70 People
TIME NEEDED	👍👍👍👍👍	3 Hours	4 Hours	5 Hours
PREPARATION TIME	👍👍👍👍👍	1 Month	2 Months	3 Months
CHALLENGE	👍👍👍👍👍	Very low	Low	Average

HUMAN RESOURCES NEEDED

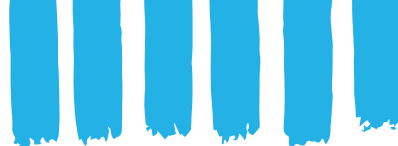
MINIMUM

AVERAGE

MAXIMUM

VOLUNTEERS	3 People	5 People	7 People
INTERNATIONAL STUDENTS	3 People	5 People	7 People
AMBASSADORS	3 People	5 People	7 People





MATERIALS NEEDED

	MINIMUM	AVERAGE	MAXIMUM
LOGISTICS 	<ul style="list-style-type: none"> » Room: +50 capacity » Projector » Microphone » Documentation 	<ul style="list-style-type: none"> » Room: +100 capacity » Projector » Microphone » Documentation » Small rooms: +20 capacity 	<ul style="list-style-type: none"> » Room: +100 capacity » Projector » Microphone » Documentation » Small rooms: +20 capacity
COMMUNICATION 	<ul style="list-style-type: none"> » Students mailing lists » Facebook event » Posters » Social media promotion 	<ul style="list-style-type: none"> » Students mailing lists » Facebook event » Posters » Social media promotion 	<ul style="list-style-type: none"> » Students mailing lists » Facebook event » Posters » Social media promotion
PRINT PACKAGE 	<ul style="list-style-type: none"> » Flag » Roll-up » Nametags » Education toolkit 	<ul style="list-style-type: none"> » Flag » Roll-up » Nametags » Education toolkit 	<ul style="list-style-type: none"> » Flag » Roll-up » Nametags » Education toolkit

FINANCES REQUIRED

BUDGET	Very low budget
EXPENDITURES	Printing costs
GRANTS POSSIBILITY	EU grants
SPONSORS	No



Steps to a succesful Mobility Day

- 1 Brainstorm about EGIA and mobility promotion-related ideas and objectives.
- 2 Evaluate your resources and needs, choose the size of the event accordingly.
- 3 Present the project to the rest of the team.
- 4 Contact your University and International Relation Office(s).
- 5 Find a venue to hold the event and book it.
- 6 Contact your National Agency to get more information and documents.
- 7 Contact Ambassadors and present them the project.
- 8 Contact International Students and present them the project.
- 9 Contact other relevant speakers that may deliver presentations or workshops.
- 10 Communicate about the event.
- 11 Add your planned event on together.eu.
- 12 Create a registration system for people interested.
- 13 Invite University and International Relation Office(s) to thank them.
- 14 Invite press and media to your event if is big enough.
- 15 Prepare the outline of presentations and workshops.
- 16 Send the agenda to participants.
- 17 Print the materials that you will need.
- 18 Make sure all your logistic needs are filled.
- 19 Give last instructions to the volunteers.
- 20 Keep coordinating the event.
- 21 Take signatures and pictures and videos of your event.
- 22 Post on social media.



Some tips for Mobility Day

- 1 Try to have experts in the field of mobility to add more value to the event.
- 2 Ask your National Board if you have one to get you in touch with the National Agency.
- 3 Encourage participants to ask questions to create more interactions.
- 4 Use small sessions and workshops to share practices and answer more personal questions.





EDUCATION FAIRS

Description of the event

As a student you may have seen probably at least one education fair. These are events for students seeking opportunities about their studies and further steps. It is a perfect occasion for you to join the education fair to let students know what ESN does and to promote mobility to them and the various opportunities they have, providing them with documents and information. Generally, students get notified by organisers and institutions about the upcoming education fairs. That is a good opportunity for you to check if you can contribute to the event and have your own stand.

More details about the event

EVENT TYPE	
INFORMATIONAL 	INSPIRATIONAL

TARGET GROUPS	
MAIN TARGET GROUPS	Students
ADDITIONAL TARGETS	Parents, youth
POSSIBLE SUPPORT FROM	Home university, fair organisers





POSSIBLE ACTIVITIES

» As the Education Fair is more likely to be an event you are joining, you cannot elaborate much on the programme but you will be able to provide information to students passing by your stand.

EVENT COMPLEXITY

	MINIMUM	AVERAGE	MAXIMUM
EVENT SIZE	50-100 People	100-200 People	200-300 People
POTENTIAL REACH	50 People	100 People	200 People
TIME NEEDED	Half a day	1 Day	2 Days
PREPARATION TIME	1.5 Months	2 Months	2.5 Months
CHALLENGE	Very low	Very low	Very Low

HUMAN RESOURCES NEEDED

	MINIMUM	AVERAGE	MAXIMUM
VOLUNTEERS	4-5 People	4-5 People	4-5 People
INTERNATIONAL STUDENTS	1-2 People	1-2 People	1-2 People
AMBASSADORS	1-2 People	1-2 People	1-2 People



MATERIALS NEEDED

MINIMUM

AVERAGE

MAXIMUM

LOGISTICS



- » Documentation
- » Roll-up
- » Promotional material
- » International flag

- » Documentation
- » Roll-up
- » Promotional material
- » International flag

- » Documentation
- » Roll-up
- » Goodies
- » Promotional material
- » International flag

COMMUNICATION



- » Students mailing lists
- » Facebook event
- » Social media promotion

- » Students mailing lists
- » Facebook event
- » Social media promotion

- » Students mailing lists
- » Facebook event
- » Social media promotion

PRINT PACKAGE



- » Flag
- » Roll-up
- » Nametags

- » Flag
- » Roll-up
- » Nametags
- » Education toolkit
- » Posters

- » Flag
- » Roll-up
- » Nametags
- » Education toolkit
- » Posters

FINANCES REQUIRED

BUDGET

Low-Medium budget

EXPENDITURES

Printing costs

GRANTS POSSIBILITY

EU grants

SPONSORS

No

Steps to a succesful Education Fair

- 1 Brainstorm about EGiA and mobility promotion-related ideas and objectives.
- 2 Evaluate your resources and needs, choose the size of the event accordingly.
- 3 Present the project to the rest of the team.
- 4 Screen the upcoming Education Fairs.
- 5 Contact the organisers.
- 6 Add your planned event on together.eu.
- 7 Ask if you can take part and have your own stand.
- 8 Communicate about the event.
- 9 Print all Mov'in Europe material that you will need.
- 10 Make sure all your logistic needs are filled.
- 11 Give last instructions to the volunteers.
- 12 Take signatures and pictures and videos of your event.
- 13 Post on social media.

Some tips for Education Fair

- 1 Students' fairs usually take place on a yearly basis, anticipate it!
- 2 Ask your University if you can get contacts of fairs organisers.
- 3 Promotion, promotion, promotion: invest money on promotion material.
- 4 Smile and wave: being smiley is more attractive for people.
- 5 To be more professional, time to use nametags and business cards.





CONFERENCES

Description of the event

Conferences are an interesting opportunity to engage and even debate about a specific topic with other people. In the case of the Mov'in Europe campaign, the main focus of conferences will be mobilities and everything that is linked with them. It is a good occasion to explore the problems of mobility but also its benefits, and it is a unique way to engage students and youth in the conversation and give them the ability to express their thoughts and have a better understanding of the way they perceive mobility.

More details about the event

EVENT TYPE	
INFORMATIONAL 	INSPIRATIONAL

TARGET GROUPS	
MAIN TARGET GROUPS	Local students
ADDITIONAL TARGETS	Stakeholders (local, national), youth
POSSIBLE SUPPORT FROM	International relations office, city, university



POSSIBLE ACTIVITIES

MINIMUM

- » Mobility conference
- » Presentation

AVERAGE

- » Mobility conference
- » Presentation
- » Small sessions

MAXIMUM

- » Mobility conference
- » Presentation
- » Small sessions

EVENT COMPLEXITY

MINIMUM

AVERAGE

MAXIMUM

EVENT SIZE	👍👍👍👍👍	50 People	70 People	100 People
TIME NEEDED	👍👍👍👍👍	3 Hours	Half a day	1 Day
PREPARATION TIME	👍👍👍👍👍	1.5 Months	2 Months	3 Months
CHALLENGE	👍👍👍👍👍	Very low	Low	Low

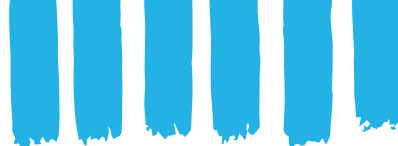
HUMAN RESOURCES NEEDED

MINIMUM

AVERAGE

MAXIMUM

VOLUNTEERS	5-10 People	5-10 People	5-10 People
INTERNATIONAL STUDENTS	2-4 People	4-6 People	6-8 People
AMBASSADORS	5-10 People	10-15 People	15-20 People



MATERIALS NEEDED

MINIMUM

AVERAGE

MAXIMUM

LOGISTICS



- » Room: +100 capacity
- » Projector
- » Microphone

- » Room: +100 capacity
- » Projector
- » Microphone
- » Small rooms: +20 capacity

- » Room: +100 capacity
- » Projector
- » Microphone
- » Small rooms: +20 capacity

COMMUNICATION



- » Students mailing lists
- » Posters

- » Students mailing lists
- » Posters

- » Students mailing lists
- » Posters

PRINT PACKAGE



- » Flag
- » Roll-up
- » Nametags
- » Education toolkit

- » Flag
- » Roll-up
- » Nametags
- » Education toolkit

- » Flag
- » Roll-up
- » Nametags
- » Education toolkit
- » Posters

FINANCES REQUIRED

BUDGET

Very low budget

EXPENDITURES

Printing costs

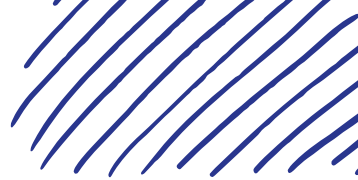
GRANTS POSSIBILITY

EU grants (EGiA), University, City

SPONSORS

No





Steps to a succesful Conferences

- 1 Brainstorm about EGIA and mobility promotion-related ideas and objectives.
- 2 Evaluate your resources and needs, choose the size of the event accordingly.
- 3 Present the project to the rest of the team.
- 4 Contact your University and International Relation Office(s).
- 5 Ask them if they want to take part in the conference.
- 6 Find a venue to hold event and book it.
- 7 Contact any other relevant stakeholder.
- 8 Contact ambassadors.
- 9 Set the agenda of the conference.
- 10 Invite Press & Media to get media coverage.
- 11 Send the agenda of the conference.
- 12 Print all Mov'in Europe material that you will need.
- 13 Make sure all your logistic needs are filled.
- 14 Give last instructions to the volunteers.
- 15 Keep coordinating the event .
- 16 Take signatures and pictures and videos of your event.
- 17 Post on social media.



Some tips for Conferences

- 1 Having relevant stakeholders may attract more people.
- 2 Conferences give you a certain credibility, use it wisely.
- 3 Language teachers and people working in IRO might be interested in this.
- 4 Setting up a livestream would make the conference even more accessible.
- 5 For a more inclusive approach and wider point of view, count on ambassadors.





Inclusion guidelines

Mov'in Europe events aim to promote mobility opportunities and foster active citizenship among European youth. In line with these goals, it is imperative that these events are accessible and inclusive to all, including individuals with disabilities. This annex provides guidelines and recommendations for ensuring that Mov'in Europe events are welcoming, accessible, and accommodating to participants with disabilities. Based on your capacity and the scope of the event you may be able to implement all of a few of the inclusion measures below.

1. Understanding Disabilities

Understanding the diverse nature of disabilities is essential for event organisers. Disabilities can be physical, sensory, cognitive, or invisible. Awareness of these differences is key to designing inclusive activities and providing necessary accommodations.

2. Accessible Event Planning

a. Venue Selection and Accessibility

- Choose venues that are wheelchair accessible, have accessible restrooms, and offer appropriate seating arrangements.
- Ensure that venues have adequate lighting and clear signage for individuals with visual impairments.
- Verify that emergency evacuation plans include provisions for participants with disabilities.

b. Communication and Information Accessibility

- Provide event information in multiple accessible formats, such as large print, Braille, and digital text.
- Utilise plain language and avoid jargon to enhance understanding.
- Arrange for sign language interpreters and assistive listening systems for events with presentations or speeches.



c. Transportation and Accommodation Considerations

- Offer accessible transportation options for participants, including accessible buses, taxis, or shuttle services.
- Collaborate with hotels and accommodation providers to ensure accessible rooms and facilities are available.

3. Preparing Inclusive Activities

a. Designing Inclusive Activities

- Plan activities that can be adapted to different abilities.
- Offer alternative activities or sessions for participants with specific needs.
- Encourage participants to communicate their accessibility requirements during registration.

b. Flexibility in Event Programming

- Be prepared to make real-time adjustments to accommodate unexpected needs.
- Assign dedicated staff or volunteers to assist participants with disabilities.

4. Communication and Awareness

a. Raising Awareness

- Raise awareness about disability inclusion within your organisation.

b. Effective Communication

- Train event staff and volunteers in respectful and inclusive communication.
- Provide guidance on addressing individuals with disabilities without making assumptions about their abilities.

c. Accessible Information

- Ensure all event promotional materials, including websites and social media, are accessible.
- Make information available in accessible electronic formats for screen readers and text-to-speech software.



5. Accessibility Tools and Resources

a. Assistive Technologies

- Familiarise yourself with assistive technologies like screen readers, speech recognition software, and alternative input devices.
- Be prepared to provide technical support for participants who use these tools.



b. Local Disability Organisations

- Establish contacts with local disability organisations for guidance and support.
- Seek their input and collaborate on accessibility planning.

6. Training and Sensitisation

a. Training Event Staff and Volunteers

- Provide disability awareness and sensitivity training to all event staff and volunteers.
- Teach staff how to provide assistance without being condescending or intrusive.

b. Building a Culture of Inclusion

- Foster a culture of inclusion within your organisation by consistently promoting diversity and equality.
- Encourage staff and volunteers to actively engage with participants with disabilities.

7. Funding and Support

Identify potential funding sources and grants that can help cover the costs of accessibility measures and accommodations. Collaborate with disability organisations that may offer resources or assistance.

8. Monitoring and Evaluation

Establish mechanisms for evaluating the success of your inclusive efforts. Seek feedback from participants with disabilities, and use their input to make improvements. Continuously monitor accessibility measures and adapt as needed.



9. Promoting Inclusive Values

Emphasise diversity and inclusion as core values of Mov'in Europe initiatives. Celebrate the unique contributions of participants with disabilities and showcase their achievements. Strive to make Mov'in Europe events a symbol of inclusivity.

10. Conclusion

This annex underscores the importance of inclusion for people with disabilities in Mov'in Europe events. By following these guidelines, organisers can create an inclusive environment that aligns with the principles of the Erasmus Generation in Action (EGiA) project, promoting mobility and active citizenship for all participants, regardless of their abilities.



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AEROPUERTO INTERNACIONAL
MANAGUA
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Inspector 90
PERMANENCIA 90 DIAS