Event Assessment Form

(BEFORE AN EVENT)

(example)

1. *Name of the local:* AEGEE-X
2. *Name and email of the main coordinator:* *Margarita Simonova*
3. *TITLE of the event:*
4. *DATES of the event:* * YYYY/MM/DD
5. *TYPE of event:* *
   - Training event (Type 2)
   - NWM (Type 2)
   - Conference (Type 3)
   - Seminar (Type 3)
   - Case Study Trip (Type 3)
   - Exchange (Type 3)
   - Cultural event (Type 1)
   - Celebratory event (Type 1)
6. *THEMATIC FOCUS of the event:* * Based on the Focus Areas of the Strategic Plan of AEGEE - 2014-2017
   - Youth Mobility
   - Youth Employment
   - Spreading Europtimism
   - Civic Education
   - Youth Participation
   - Bridging Europe
   - Social Inclusion
7. *CATEGORY of the event:* *
   - Culture
   - Sports
   - Education
   - Health

- Environment
- History
- Visa Regulations
- Politics and Youth Participation
- Human Rights and Youth Rights
- Other:

8. ***HAS YOUR EVENT RECEIVED SUPPORT FROM THE ERASMUS +/YIA PROGRAMME***

YES

NO

QUALITY INDICATORS of an event and their IMPLEMENTATION

These indicators cover both the logistical and thematic aspect regarding the organisation of the event, as well as the content of your program. Their main aim is to guide you through the process of planning and organising an event and ensuring the satisfaction and fun-filled atmosphere for both organisers and participants! :)

1. Can you explain why you consider that your event is relevant to the needs of the members and contributes to the aim of the association? – For all types of events except type 1

The topic of the event addresses youth unemployment, a crucial problem for many young people nowadays. Moreover, it corresponds with one of the Focus Areas of AEGEE Strategic Plan 2014-2017, and thus fits the priority of the network.

*2. What are the OBJECTIVES of the event? * - For all types of events.* *First of all, you have to consider what do you want to achieve and whom do you want to reach. It should be a topic that is relevant to AEGEE members and preferably to current societal issues. Example: Organising a NWM in cooperation with EnWG about the importance of Sustainability.*

The objectives of our event are:

- To encourage the debate regarding the situation of young people and employment nowadays and raise awareness of the participants on the current solutions proposed on political level

- To provide participants with useful tips for writing a good CV and preparing a job interview.

*3. What kind of ACTIVITIES are you planning to organise to achieve your objectives reflected in the CONTENT? * - For all types of events.* *Specific activities for each objective can bring the best result. Group works, workshops and interactive sessions are always a good way to engage your audience and enhance the learning experience.*

In order to reach our objectives, we will organise the following activities:

- Debate with politicians, researchers and young people

- workshop about the situation of employment in the EU

- Writting CV workshops

*4. What kind of METHODOLOGY are you planning to use during the event and why? * – For all types of events except type 1*

Use Non Formal Education methods to reach your aim and to enable your participants to learn by different means; think about some games, group work, brainstorming sessions. Engage participants to share their ideas, to confront point of views and listen to their feedback!

Different kind of methodologies will be proposed to the participants, in order to address different learning styles.
In general, all methodologies will be interractive.
Presentation
Brainstorm
Group work
Case studies

*5. How will you make sure the necessary RESOURCES are provided and available during the event? * - For all types of events .* *By these, we mean both material and human resources. Create checklists, set and keep deadlines for arranging logistics and food etc., and create a schedule for organisers and helpers to make sure responsibilities during the event are clear. Example: Someone specifically responsible for arranging and taking care of all the technical tools for presentations during the NWM.*

The necessary resources (flip-charts, pens, projector, computer etc) will be available at the venue during the NWM, and a person (name) from the organizational team will be responsible for the technical equipment both in the preparation and during the event.

*6. Be SUSTAINABLE! In what way are you going to ensure your event will be Green? * - For all types of events*

You can reduce the costs of the event if you consider: what are the things you can borrow? Do you still have some materials left from your previous event? How can your participants get to the event by green travelling? Are you going to separate your garbage during the event? Well, you should! ;)

The organizers will prepare a document suggesting cheaper, more sustainable ways to get to the place of the event, which will be sent to the participants when informed about the selection.

Moreover, during the event, we will implement our "be sustainable" plan:

separate the garbage, 1 shower a day maximum, using the same cup during the whole event

QUALITY INDICATORS - Part II.

Hold on! Only a few more questions left!

*7. Trainers/Facilitators/Content-responsibles need to have the necessary COMPETENCES! How are you going to select them? * – For all types of events except type 1*

Make sure that they do by choosing people who have proved experience or skills on the topic, by having a selection process for the person responsible for the content, or by cooperating with a thematic body which can provide you with reliable persons. Example: consult with the AEGEE Academy about the selection the the trainer and check his/her previous trainings/workshops!

For this conference on Youth UnEmployment, we will be in contact witht the project "Youth UnEmployment". One member of their team will be in charge of the content and will attend the conference as expert. We believe that, being board member of the YuE project, the trainer will have enough competences and knowledge on the matter. Moreoever, we will also contact local youth organisation working in this issue and we will invite them toi hold workshops.

*8. Trainers/Facilitators/Organisers need to be PREPARED! How are you going to ensure everything is prepared on time?**

– For all types of events except type 1

While having the right skills and experience is one thing, every event needs its own preparation phase. The content responsible of your event should be in constant contact with the trainers to have everything ready on time (presentation material, room for WS, technical needs etc.)

The main responsible from our local will be in touch with the content team and will communicate:

- the logistical situation

- will make sure tha gather the material needed by the trainer at least one week in advance

- we will make sure that the content of the event is prepared at least one week in advancem and that the content responsible have enough meeting taking place to prepare quality content.

*9. How are you going to manage the effective COMMUNICATION before and during the event? * - For all types of events*

Clarify the means of communication to keep everyone updated and informed about the organisation. List everyone who is involved and decide on the language everyone is OK with. Mailing list, Skype meetings, live meetings and an online document on the progress would be of good use to everyone! Don't let miscommunication and frustration ruin your event!

There will be a person (name) responsible for managing communication, creating the necessary online documents, setting the time for the meetings etc. Mailing list will be the main source of information. We will have Skype meetings with the trainers every two week. The minutes of the meeting will be available in the online doc to update those who were not able to attend.

*10. Are your LEARNERS aware of their learning experience? **

– For all types of events except type 1

If your event is content-focused and/or a training event, you have to keep in mind your participants' needs and their expectations. Is the methodology working? Are the participants satisfied with the learning experience? Can you be flexible and adapt to changes if the participants have requests?

In the begining of the event the participants will be invited to set learning expectations for the event. They will have an opportunity to reflect on them and their progress during the event, which will be taken into consideration by the trainers/content-responsibles and the programme will be possibly adjusted. At the end of the event, we will provide participants with an evaluation form which will enable them to reflect on their learning.

*11. EVALUATION - your event is over, but what are the results and how are you going to evaluate them? * - For all types of events*

Evaluation is important because: this is the time to thank everyone who has worked on the event, time to learn from the mistakes and improve by the next event, and time to evaluate if your event has reached its objectives.

Evaluation form will be created for participants to fill in in the end the event. Ii will be analysed during the final meeting of the organizational team. Difficulties and obstacles that arose during the event will be dicussed and evaluated. The Quality Assurance Evaluation form will be filled in accordingly.

Moreoever, we will also have an evaluation meeting with the YuE project team, in order to assess whether the objectives we have set have been reached.

Quality Assurance Evaluation

After your event is over, you will be contacted to send the Evaluation Form of your event. Please then, attach 3-4 pictures of your event (discussions, study groups etc.) so your event can gain enough visibility within the Network!
You will have 1 week after your event to fill in the form and send us your pictures.

Thank you in advance and good luck with your event!