



Guidelines for organizing DoDyNet meetings and events

This document contains a list of tasks and considerations for the organization of an event. The list is not exhaustive, and if anything else comes to mind during the organization of an event, please let Christine Hambursin know, so that this document can continually be improved.

If you have any questions, please contact Christine (dodynet-manager@uclouvain.be)

Arrangements to be made and deadlines

For each arrangement, a deadline has been suggested. These deadlines are only a guideline.

Some tasks need to be arranged locally. Other tasks can be entirely handled by Christine.

If you need help for local task, please contact Christine as soon as possible.

To ensure a successful event, please communicate during the entire organization with Christine to ensure that all the bases are covered.

Arrangements	Deadlines	Person responsible	Notes
Finalise dates for the event	7 months before	Christine + Evelyne + local	
Book venue	7 months before	Local	
Confirm speakers	5 months before	Local (+ Christine if needed)	
Event specifics : lunches, dinner, social event, recording of the event ?, lab visits ? Any extra considerations?	4 months before	Local	
Start to prepare budget	4 months before	Local (+ Christine if needed)	
Collect abstract and course descriptions	4 months before	Christine	From invited speakers / trainers
Contact local hotels	4 months before	Local (+ Christine if needed)	Check for group details
Make hotel details, local travel info, parking info, venue info available on web	4 months before	Christine	
Make travel arrangements for invited speakers	3 months before	Christine	See "Budget"
Finalise programme	3 months before	Local + Christine	
DoDyNet Students deadline for registration	3 months before	Christine	
Decide whether to invite non-DoDyNet students	3 months before	Local	See "Extra considerations"
External student registration and payment	2 months before	Christine	
Consider extras	2 months before	Local (+ Christine if needed)	e.g. welcome packs, pens, paper, catering (coffee breaks)
Check if childcare is needed	2 months before	Christine	See "Extra considerations"
Finalise budget and send to Executive committee for approval	2 months before	Local (+ Christine if needed)	
Finalise restaurant venues / catering / other	1,5 months before	Local (+ Christine if needed)	
Collect all course material	15 days before	Christine	
Confirm all details	10 days before	Local (+ Christine if needed)	Includes guest speakers, venue, hotel, restaurants/catering services, wi-fi services, other audio-visual equipment, childcare services
Print all materials	7 days before	Local (+ Christine if needed)	Course materials, signalization, welcome packs, registration details, name badges, ...
Final preparation	1 day before	Local (+ Christine if needed)	Check venue, equipment, set out welcome packs, signalisation
Send all materials (course materials, attendance registers, etc.) and final budget to Christine	7 days after the event	Local	

Budget

- A budget for each type of event has been agreed upon at the beginning of the project.
- If your training event is more expensive than the budgeted amount, you will need to get permission from the Governing Board to be reimbursed the full amount.
- If the event is a training event or scientific discussion, the money for the event comes out of the “Global Training” budget.
- If the event is a management meeting (executive board, governing board), the money for the event comes out of the “Global Management” budget.
- You should send an estimated breakdown of costs to the Executive Committee for approval. Once the Committee has given their approval, the amount requested will be transferred to your account from the “Global Training” or “Global Management” budget.

(Template budget)

Extra considerations

- **Child care:** It has been decided that for each event, the organisers will offer participants the option of childcare, thus hopefully increasing participation in the event. With this in mind, please ensure that all participants are given the option of childcare for the duration of the event.
- **Local Students:** Some DoDyNet events are internal events, and are, in general, not open to external participation. However, these events could be made available, freely, to local students (i.e. those coming from the institution where the event is being held).
- **Non-DoDyNet and non-local students:** If after all students are registered, there are still a number of places available, the event could be opened to external students who can pay a fee to participate in the event.

European Commission requirements

- **Attendance certificates:** Attendance certificates must be supplied to each participant (student and speakers) during the event. These certificates must be signed by the event coordinator.

(Template attendance certificate)

- **Attendance register:** Each participant should also sign an attendance register during the event. The register should eventually be signed by the event coordinator. Once the event is over, the attendance register has to be sent to Christine.

(Template attendance records)

DoDyNet website

- All the details and information on the event will be available on the website.
- All course materials will also be available on the website after the event.
- All registrations will be performed through the project manager.
- All internal page will be created on the website where event organisers can find documents on the event's organization and track its progress.

Information to supply to participants

- How to register
- Payment details if necessary (e.g. for external students)
- Information on hotel, venue, local transport, parking, childcare
- Course materials if necessary
- Course attendance certificate
- Evaluation certificate if necessary (*see "Student evaluation" below*)
- Evaluation grid for the Training Modules (*see "Course assessment" below*)

Budget considerations (see Template)

- Template document in attachment
- Cost of venue
- Cost of food/drink during training (coffee breaks, lunch breaks)
- Subsistence costs for DoDyNet invited speakers
- Entertainment e.g. social dinner, "team-building" exercise
- Accommodation for students
- Cost of materials
- Cost of childcare
- Cost of extra help e.g. admin, technical support, ...
- Invited speakers (including trainers): if the invited speaker is not a member of DoDyNet, then accommodation, travel and subsistence is paid for from the event budget. If the invited speaker is a DoDyNet member, the event budget can pay for accommodation and food. Travel must come from the speaker's own budget.

Student evaluation

In the case of training events and workshops, the trainer must provide the students with some kind of assessment. The recommended format is an essay-type question, which can be handed to the student at the end of the course, with a deadline for final work submission. The student's submission is then assessed by the trainer, and an evaluation certificate is awarded to the student.

Course assessment

Following EC requirements, the training activities undertaken during the Training Modules will also be submitted to evaluation by the students. The objective is that the courses, the content, the organization, the visual supports and documents handed out are assessed and thus improved from one Training Module to the other. (*see Evaluation grid of Training Modules*).

Course materials (including programme description for ECTS)

A course description must be supplied with each Training Module (*see Template of Course description*).