

## HELPFUL TIPS ON ORGANISING AND HOLDING START-UP/FINAL EVENTS WITHIN THE FRAMEWORK OF ERASMUS PROJECTS<sup>1</sup>

- 1) **Ensure participation of all project stakeholders and other parties through timely informing them on and inviting to the event**, including:
  - Project team
  - Project partners
  - Higher education institutions
  - Ministry of Higher and Secondary Specialised Education (MHSSE)
  - Delegation of the European Union to the Republic of Uzbekistan
  - Ministry of Investment and Foreign Trade (MIFT)
  - National Erasmus+ Office (NEO)
  - National Team of Higher Education Reform Experts (HEREs)
  - Erasmus+ projects coordinators
  
- 2) **Ensure proper selection of the conference venue and premises.**
- 3) Prepare event **agenda** involving all local partner HEIs/organisations and agree it with National Erasmus+ Office
- 4) Prepare and issue a conference **press-release** and list of visitors from European universities (specialisation and specific role in the project)
- 5) **Invitation** should be complemented with a **brief info** on the project expected results//achievements/leaflet with website address/local contact person.
- 6) Prepare and make use of **Power-Point presentations** (PP presentations).
- 7) Prepare handout materials including
  - invitation via e-mail
  - agenda /press-release
  - leaflets/ brochures
  - brief info about completed project's activities and results
- 8) Ensure maximal use of Erasmus+ visibilities:
  - Erasmus+ stickers

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<sup>1</sup> The respective changes should be adapted in case of hybrid or online format of the event



Erasmus+

### National Erasmus+ Office - Uzbekistan

- Erasmus+ logos
  - Erasmus+ posters (portable Erasmus+ poster is available in NEO)
  - Flags of EU (NEO) and Uzbekistan
- 9) Invite mass media to ensure release of the event in the local press, TV etc.
- 10) Think about interpreter/s and timely provision them with PP slides
- 11) Present members of the local project team and students involved in project activities.
- 12) **In case of the final event please prepare a separate CD disk/link to Google Drive with all conference presentations + photos + other materials – to be handed over to the National Erasmus+ Office, which will submit it further to the Rector`s Council and the Ministry.**