

HELPFUL TIPS ON ORGANISING AND HOLDING START-UP/FINAL EVENTS WITHIN THE FRAMEWORK OF ERASMUS PROJECTS¹

- 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 Education, Science and Innovations (MHESI)
 - 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

¹ 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 provide a link to Google Drive/respective news and post on project website.**
- 13) **In case of a hybrid event please ensure the necessary facilities and arrangements.**
- Please refer to publication “How to communicate your project” - a step-by-step guide for the beneficiaries of the Erasmus programme to support them in their communication activities
- <https://op.europa.eu/en/publication-detail/-/publication/429c34ff-7231-11ec-9136-01aa75ed71a1/language-en/format-PDF/source-248195015> which is also available on NEO website