

EVENT PLANNING GUIDE



No matter how big or small your Erasmus+ event is, planning it follows the same general pattern - and you want to avoid repeating mistakes!

Erasmus+ tadbiringiz qanchalik katta yoki kichik bo'lishidan qat'i nazar, uni rejalashtirish bir xil umumiy sxemaga amal qilasiz - va siz takrorlanadigan xatolardan qochishni xohlaysiz!



Erasmus+ loyiha tadbirni rejalashtirish bo'yicha «**check-list**» hamma joyda tadbirlarni rejalashtiruvchilarning maxfiy quolidir: ular bir qarashda fikrlaringiz, vazifalaringiz va ishlarni tartibga solishga yordam beradi. **Check-list** tadbiringizning har bir bosqichiga va tadbiringizning noyob talablariga mos ravishda moslashtirilishi va kengaytirilishi mumkin.

Tadbirga qanday tayyorgarlik ko'rish kerak: Check-list tuzing

Check-list kichik miqyosdagi tadbirlar va kattaroq tadbirlar uchun rejalashtirish jarayonini boshlashning ajoyib usuli hisoblanadi. Fikrlaringizni qog'ozga tushirish, kelajakdagi qadamlaringizni va vazifalaringizni ongingizda mustahkamlashga yordam beradi va sizga tegishli ishlarni eslatadi.

Check-list tadbirni rejalashtirish xronologiyasi sifatida boshlanishi mumkin, keyinchalik u tadbirdan oldingi tayyorgarlik **Check-list** yoki nazorat qilib borish ro'yhatiga aylanishi mumkin. **Check-list** – tadbirlarni rejalashtirish jarayonida boshidan oxirigacha ishlatilishi mumkin bo'lgan tirik hujjatdir.

Check-list for Erasmus+ Information day / sessions

No	Description	Responsible party	Deadline/ Comments
ICM publication			
Receiving articles + editing + ministry foreword + publishing			
1.	Prepare press-release & agenda EN/ UZ / RU		
2.	Identify and visit the venue		
3.	Conference hall arrangement (flags)		
4.	Preparation of Invitation letters <ul style="list-style-type: none"> • EU Delegation in Uzbekistan • Ministries: MHESI, MFA, MIFT, MH, MA • EU Embassies in Uzbekistan • Stakeholders 		
5.	Clarify number of participants		
6.	Preparation of the NEO PPT slides		
7.	Contact with the speakers /Collecting PPTs slides		
8.	Prepare welcoming speeches of participants		
9.	Invite TV and journalists (to be mentioned in the letter to the host HEI)		
10.	Send the latest agenda / press-release to registered people		
11.	Distributing materials: <ul style="list-style-type: none"> a) Press-release (EN/RU/UZ) b) Agenda (EN/RU/UZ) 		

	c) Posters & promotion materials		
12.	Erasmus+ banner + posters		
13.	Table names for speakers		
14.	Sending google form link to registration of nominated participants from HEIs (should be include in moderm of Minvuz)		
15.	Brief visit info on host HEI		
16.	Organisation of coffee-breaks and lunch		
17.	Preparation of evaluation forms & analysis		
18.	NEO website/ Social networks update (news in EN/ UZ)		
19.	Send appreciation letters to speakers and participants		
20.	Analyze of evaluation forms		
21.	Preparation of the Deliverable for FTOP		

Check-list for Erasmus+ annual ICM conference

№	Description	Responsible party	Deadline/ Comments
<p style="text-align: center;">ICM publication</p> <p style="text-align: center;">Receiving articles + editing + ministry foreword + publishing</p>			
1.	Identify and visit the venue		
2.	Conference hall arrangement (flags)		
3.	Preparation of Invitation letters <ul style="list-style-type: none"> • EU Delegation in Uzbekistan • Ministries: MHESI, MFA, MIFT, MH, MA • EU Embassies in Uzbekistan • Stakeholders 		
4.	Clarify number of participants		
5.	Preparation of the NEO PPT slides		
6.	Contact with the speakers /Collecting PPTs slides		
7.	Prepare welcoming speeches of participants		
8.	Invite TV and journalists (to be mentioned in the letter to the host HEI)		
9.	Send the latest agenda / press-release to registered people		
10.	Distributing materials: <ol style="list-style-type: none"> 1. Press-release (EN/RU/UZ) 2. Agenda (EN/RU/UZ) 		

	3. Posters & promotion materials 4. ICM annual publication		
11.	Erasmus+ banner + posters		
12.	Table names for speakers		
13.	Sending google form link to registration of nominated participants from HEIs (should be include in moderm of Minvuz)		
14.	Brief visit info on host HEI		
15.	Organisation of coffee-breaks and lunch		
16.	Preparation of evaluation forms		
17.	Preparation a NEO gifts for E+ quiz participants		
18.	Preparation a certificate of participation for speakers at the conference		
19.	NEO website/ Social networks update (news in EN/ UZ)		
20.	Send appreciation letters to speakers and participants		
21.	Analyze of evaluation forms		
22.	Preparation of the Deliverable for FTOP		

Check-list for Erasmus+ annual HERE conference

No	Description	Responsible party	Deadline/ Comments
<p style="text-align: center;">HERE publication – 2 times per year</p> <p style="text-align: center;">Receiving articles + editing + ministry foreword + publishing</p>			
1.	Prepare press-release & agenda EN/ UZ / RU		
2.	Identify and visit the venue		
3.	Conference hall arrangement (flags)		
4.	Preparation of Invitation letters by NEO team <ul style="list-style-type: none"> • EU Delegation in Uzbekistan • Ministries: MHESI, MFA, MIFT, MH, MA • EU Embassies in Uzbekistan 		
5.	Clarify number of participants		
6.	Preparation of the NEO PPT slides		
7.	Contact with the speakers /Collecting PPTs slides		
8.	Prepare welcoming speeches of participants		
9.	Invite TV and journalists (to be mentioned in the letter to the host HEI)		
10.	Send the latest agenda / press-release to registered people		

11.	Distributing materials: 1. Press-release (EN/RU/UZ) 2. Agenda (EN/RU/UZ) 3. Posters & promotion materials		
12.	Erasmus+ banner + posters		
13.	Table names for speakers		
14.	Sending google form link to registration of nominated participants from HEIs (should be include in modem of Minvuz)		
15.	Brief visit info on host HEI		
16.	Organisation of coffee-breaks and lunch		
17.	Preparation of evaluation forms		
18.	NEO website/ Social networks update (news in EN/ UZ)		
19.	Send appreciation letters to speakers and participants		
20.	Analyze of evaluation forms		
21.	Preparation of the Deliverable for FTOP		

1st Check-list for Erasmus+ TAM seminar

NAME : *Dr*

OBJECTIVES : PARTICIPATION IN THE 2-DAY TECHNICAL ASSISTANCE MISSION:

ARRIVAL TO TASHKENT VIA :
ISTANBUL

Departure from:

Date, time, flight

HOTEL IN TASHKENT : Hotel

DEPARTURE FROM :
TASHKENT TO
COPENHAGEN VIA
ISTANBUL

Departure from Tashkent:

Date, time, flight

Travel and Appointments Schedule

Date:	Time:	Meetings & other information
THU, SEP 28	___ am arrival to Tashkent	Pick up and drive to hotel will be arranged by Accommodation at ___ Hotel
	11.00	Pick up from the hotel organised by
	11.30-12.00	Meeting at NEO
	12.00-13.00	Lunch with NEO
	13.30-17.00	TAM seminar at
	18.00	Dinner will be arranged by HEREs
FRI, SEP 29	09.00	Pick up will be organised by
	09.30-13.00	TAM seminar at

	13.00-14.00	Lunch
	14.00- 17.00	Continuation of the seminar
	17.00- 18.00	Sightseeing in Tashkent or rest at hotel
	18.00	Dinner will be arranged by HEREs
SAT, SEP 30	05.30	Pick up will be organised by

2nd Check-list for Erasmus+ TAM seminar

№	Description	Responsible party	Deadline/ Comments
1.	Prepare press-release & agenda EN/ UZ / RU		
2.	Identify and visit the venue		
3.	Conference hall arrangement (flags)		
4.	Preparation of Invitation letters <ul style="list-style-type: none"> • EU Delegation in Uzbekistan • Ministries: MHESI, MFA, MIFT, MH, MA • EU Embassies in Uzbekistan • Stakeholders 		
5.	Clarify number of participants		
6.	Preparation of the NEO PPT slides		
7.	Contact with the speakers /Collecting PPTs slides		
8.	Prepare welcoming speeches of participants		
9.	Preparation of handout materials by HEREs team		
10.	Invite TV and journalists (to be mentioned in the letter to the host HEI)		
11.	Interpretation from EN to UZ		
12.	Send the latest agenda / press-release to registered people		
13.	Distributing materials:		

	d) Press-release (EN/RU/UZ) e) Agenda (EN/RU/UZ) f) Posters & promotion materials		
14.	Erasmus+ banner + posters		
15.	Table names for speakers		
16.	Sending google form link to registration of nominated participants from HEIs (should be include in moderm of Minvuz)		
17.	Brief visit info on host HEI		
18.	Organisation of coffee-breaks and lunch		
19.	Preparation of evaluation forms		
20.	NEO website/ Social networks update (news in EN/ UZ)		
21.	Send appreciation letter to speaker and participants		
22.	Analyze of evaluation forms		
23.	Preparation of the Deliverable for FTOP		

Erasmus+ loyihasi tadbirlarini rejalashtirish sizni muvaffaqiyatga olib keladi!

Umid qilamizki, siz ushbu qo'llanmani loyihangiz tadbirini rejalashtirishni

boshlashda foydali deb topdingiz!

Planning your Erasmus+ project events sets you up for success!

We hope you found this Guide helpful in getting started with event planning!