

### Helpful tips on organising and holding start-up/final events within the framework of Tempus/Erasmus+ projects

- 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
  - Delegation of the European Union to the Republic of Uzbekistan
  - National Coordinating Unit (NCU)
  - National Erasmus+ Office (NEO)
  - National Team of Higher Education reform experts
  - Tempus/Erasmus+ projects coordinators
- 2) Ensure proper selection of the conference venue and premises.
- 3) Prepare Conference **agenda** involving all local partner HEIs/organisations and agree it with National Erasmus+ Coordinator
- 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.
- 6) Prepare and make use of **Power-Point presentations** (PP presentations) translated into Uzbek or Russian.
- 7) Prepare handout materials including
  - leaflets
  - brochures
  - brief info about completed project's activities and results
  - printouts of PP presentations
  - agenda
  - invitation

- press-release
- 8) Ensure maximal use of Tempus/Erasmus+ visibilities:
    - Tempus/Erasmus+ stickers
    - Tempus/Erasmus+ logos
    - Tempus/Erasmus+ posters (portable Tempus/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 Prepare a separate CD disk with all conference presentations + photos + other materials – to be handed over to the National Erasmus+ Office**