



Gender Equality
GE ACADEMY

Host organisations

Briefing Document

Organising and Promoting the Training Session



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824585.



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Material to be provided by the host organisation*

- Meeting room(s) for max 25 participants
- Flip charts, PCs and
- Water available throughout the day
- Light lunch + coffee/tea breaks
- Copies of the participant list, the consent form, the ex ante and exit questionnaires, as well as some hand-outs (Plus access to a photocopier machine may be useful)
- Stable internet connection

*This list is indicative; thus it is subject to change based on the needs of the session.



Accommodation & Transport for trainers

- Please, provide us with a **few accommodation suggestions** close to the venue of the training session.
- Please, provide us with **guidelines on how to reach the venue** from the airport.



Advertising the training

Importantly, experience has shown that advertising the event is best started sufficiently in advance. We will advertise the session on our own project website, but **we count on you as host organisation to run local advertising.**

May we ask you to advertise as broadly as possible so that the minimum number of participants can be guaranteed?

We will provide you with promotional material according to your needs including an outline of the session, some images, posters and leaflets can also be sent for further promotion.



Closing registrations

Registrations will be closed after the desirable number of participants has been reached. The list of participants with their contact information and food preferences will be handed to you. Please, make sure to use the data strictly for the purposes of this session.

We aim at 25 participants
8 of them can be from your institution



The day of the training session



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Registration day

Two important things:

- ⚠ **Please, make sure to have a staff member available to handle the registrations.**
- ⚠ **Please, make sure to arrive at least half an hour before the session to meet the trainer and assist the preparation.**

About the registration:

The participants must sign the list upon their arrival during the first and the second day of the session (if any). In addition, we will send you the consent form as it is important for data protection reasons to have it signed from all participants. For this reason, I propose that you should have a few printed copies that the participants can sign send back to us via email after the session.



Promotion during the session

- **Take a few photos** from your phone or a professional camera, if available. Please, make sure you have clear cameras and a stable hand (:
- **Encourage participants to go online:** we've prepared a slide you may print and have it on a wall to encourage participants to tweet/post about the event on various social media channels.



After the training session



Feedback questionnaire

To help us get better, we would like your opinion regarding the organizational aspects of the training. An online questionnaire will be sent to you.



Pictures and online media results

Send us any pictures from the training session.

Have posted anything about the session? Send us a few screenshots and the results.

Are we public? We would really like to see any news items posted on press or any website.



Participant list and consent forms

Please, send us a copy of the participant list and any consent forms gathered.



Congratulations and thanks are in order!

You have completed the training session. We'll get in touch with the participants to send them the presentation and handouts. Your logo will remain [here](#) as a part of our appreciation.



For further information

GET in touch at info@ge-academy.eu

 @GEAcademy_eu

 @GEAcademy.eu

 GE Academy

 <https://ge-academy.eu/>

 info@ge-academy.eu



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