

Youth Conference Toolkit



Solidarity Action Day
Movement in Europe



A comprehensive guide to organize European Youth Conferences with best practices, tips, guidelines, and checklists for successful event implementation.

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About Solidarity Action Day Movement in Europe

SAME – Solidarity Action Day Movement in Europe – is a European network that brings together several youth organisations carrying out an annual **Solidarity Action Day**. On this day, pupils get the chance to exercise a job of their choice instead of going to school. They donate their salaries to youth-related projects from all over the world. SAME consists of twelve organisations in eleven different countries. All of them are **run by, with and for young people**.

SAME empowers young people to make their voices heard. We believe in the power of young people and encourage them to become **drivers of societal change** in their local and the global community. As a movement of young people, we **spread the idea of the Solidarity Action Day** all over Europe and support new Action Day initiatives. SAME builds a strong network of partners which strengthen each other in their mission through intercultural exchange and by sharing their expertise. We offer learning possibilities and **informal as well as non-formal education**.

Our Members:



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Purpose of the Toolkit

This toolkit is designed to provide comprehensive guidance on organizing successful European youth conferences. It includes best practices, tips, guidelines, and checklists to help you navigate the complexities of planning and executing a youth conference.

Overview of European Youth Conferences

European youth conferences are gatherings that bring together young people from across Europe to discuss, learn, and collaborate on issues that affect them. These conferences aim to empower youth, foster cross-cultural understanding, and drive positive change.

Some conferences are targeted towards participants from certain countries, others are open to all European youngsters.

The European Youth Event organized by the European Union brings together at the European Parliament in Strasbourg and online thousands of young people from all over the European Union and the world, to share and shape their ideas on Europe's future.

It is a unique opportunity for 16 to 30 year olds to interact, inspire each other and exchange their views with experts, activists, influencers and decision-makers, right in the heart of European democracy.

There are also local EYEs every year taking place in different European cities.

You want to know more about the EYE? Check out the following website:



<https://european-youth-event.europarl.europa.eu/>



Planning & preparation

Defining objectives and goals

- Identify the main purpose of the conference. Why are you mainly organizing the event (e.g. for education, networking or advocacy reasons)?
- Set specific, measurable goals (e.g., number of participants, key topics covered).
- Define target group & outcomes. Who shall attend your event? From which countries? Age? Profile? Experiences? And what are the take aways, what should be the effect of the conference?
- Align the conference theme with the interests and needs of the target audience.

Budgeting and funding

- Create a detailed budget covering all aspects of the conference (venue, catering, marketing, fees, equipment, decoration etc).
- Identify potential funding sources such as grants, sponsorships, and registration fees.
- Track expenses meticulously to avoid overspending.



Forming an organizing team

Assign roles and responsibilities: who shall do what, e.g. project coordination, logistics, marketing, participant support etc.? Set up regular meetings to track progress and address issues. Select effective communication channels to ensure everyone is informed, too. For example, Microsoft Teams is an easy-to-use app which allows you to arrange calls, chat groups and much more.

Choosing a date and venue

- Consider timing (you should for example avoid holidays and exam periods).
- Select a venue that is accessible, affordable, and suitable for the event size.
- Visit the venue beforehand to ensure it meets your needs (s. location checklist in the appendix).

Legal and insurance considerations

Are there local/national laws and regulations regarding the event organization you need to consider? For example, in case you want to organize public actions, you might need to get a permit from the local authorities beforehand.

You should also arrange for insurances to cover potential liabilities. An event organizer liability insurance which covers damages is a must-have!

Program development

Crafting engaging, dynamic, and inclusive program is the heart of your youth conference. A well-thought-out program will captivate participants, encourage interaction, and ensure a meaningful experience. Here's how to develop a successful program for a young audience.

Topics & Timetable

Creating a relevant and engaging program is crucial to ensuring your audience feels inspired and empowered. Youth conferences should reflect issues, trends, and opportunities that resonate with the 16-25 demographic.

Choosing relevant themes:

Start by identifying topics that are important to young people today.

Consider:

- Current social, environmental, and political issues: climate change, mental health, youth activism, digital innovation, education, and job market trends.
- Future-oriented themes: such as entrepreneurship, sustainability, technology, or personal development.
- Crowdsourcing ideas: Engage potential participants before the event by running surveys or polls on social media to see what topics they're most interested in.

Ensure that your themes have practical outcomes. Young people want to walk away with real skills or actionable insights, not just theoretical knowledge.

Use a conference app, WhatsApp Group or social media to give participants a live-updated schedule so they can easily check where to go next.

Balancing your timetable: Think about attention spans and how to keep energy high. Consider the following:

- Mix short, sharp sessions with longer, in-depth discussions, e.g., follow up a keynote with a hands-on workshop.
- Include breaks between sessions to allow participants to recharge, network, and reflect.
- Keep the flow dynamic: Don't overload the day with back-to-back sessions. Aim for a balance between structured learning and social interaction.

Here's an example of how you might structure a day:

9:00 – 9:30: Registration & Welcome Coffee
9:30 – 10:15: Opening Keynote (inspirational speaker)
10:15 – 11:00: Interactive Panel Discussion
11:00 – 11:30: Networking Break
11:30 – 12:30: Workshops (participants choose from 3 Options)
12:30 – 1:30: Lunch
1:30 – 2:15: Youth-led Debate
2:15 – 4:15: Skill-Building Workshops
4:15 – 4:45: Break
4:45 – 5:15: Closing session
From 6 onwards: informal evening program



Speaker and facilitator selection

Your speakers and facilitators will play a huge role in creating the energy and atmosphere of your event. Young audiences respond best to speakers who are relatable, engaging, and knowledgeable.

Criteria for selecting speakers:

- **Relevance:** Choose speakers who are experts in the topics you're covering and who can connect with the young audience. Influencers, young entrepreneurs, activists, and inspiring youth leaders can be great options.
- **Diversity:** Ensure your lineup reflects the diversity of Europe's youth. Consider different backgrounds, cultures, genders, and perspectives.
- **Engagement:** Look for dynamic speakers who can present their message in a way that's both informative and engaging. Avoid overly formal or academic speakers unless they can break things down in a relatable way.

Facilitators play a key role in guiding workshops, panels, and discussions.

Choose facilitators who:

- **Encourage participation:** They should know how to ask the right questions and create space for different voices to be heard.
- **Manage time effectively:** Keeping the session on track and ensuring that every participant gets a chance to contribute is vital.
- **Create a positive, open environment:** Facilitators should be skilled in making participants feel comfortable sharing their thoughts and ideas.

Offer short bios of speakers and facilitators on your website or social media allowing participants to get familiar with them ahead of time.



Session Formats

Variety is key to keeping your conference dynamic and engaging. Mixing up session formats will allow you to cater to different learning styles and keep energy levels high.

Workshops

- Workshops are great for hands-on learning. Participants can dive deep into specific topics, learn new skills, and engage in problem-solving activities.
- Keep them interactive and practical: Avoid long presentations; instead, encourage group work, case studies, or brainstorming sessions.
- Limit workshop sizes to foster discussion and give participants the chance to connect.

Panels and Roundtables

- Panels are perfect for exploring multiple perspectives on a single issue. Invite 3-4 speakers with different experiences to share their insights.
- The moderator should be skilled at keeping the discussion flowing and drawing out meaningful commentary from each panelist.
- Include time for audience Q&A

Keynote Speeches

- A keynote is typically a high-energy, inspirational talk that sets the tone for the conference. A good keynote speaker will motivate and inspire participants to think big.
- Keep it short and impactful (15 - 30 minutes) to avoid losing the audience's attention.

Youth-led Sessions

- Empower your audience by incorporating youth-led sessions, where young people present or facilitate discussions on topics they're passionate about. This adds a layer of peer-to-peer learning and gives participants a sense of ownership over the event.

Networking and Social Spaces

- Plan informal spaces for participants to connect, network, and exchange ideas. Youth conferences are as much about forming relationships as they are about learning.

Marketing & Promotion

Branding & Design

Create a visual identity for the conference. It should cover for example a logo, color scheme, and a consistent branding. [Canva](#) is a free online tool for graphic design. Use it to create posts for social media, presentations, posters, videos, logos and much more.

Effective marketing

Social Media and online promotion strategies vs. traditional marketing methods (e.g. utilizing flyers, posters, and local media).

In order to reach a young audience, utilize social media platforms (Instagram, TikTok etc.) to reach your audience. Make a social media plan (s. Appendix for a template) to plan what you want to post and when. Afterwards you create engaging content fitting to the needs of your target group to attract their attention (e.g. videos, reels, graphics or posts). For design you can also use canva which offers plenty of templates easy to adjust for free.

You should also use hashtags to increase the visibility of your event.

For some events, it might also be wise to consider "traditional" marketing methods. Hereby we mean classic, offline marketing methods.

You could for example distribute flyers and posters in schools or youth clubs or engage with the local media (newspapers, radio) to promote the event. Press releases usually work quite well for local promotion.

You could also attend related events to network and spread the word about your conference. This might also help you to get inspired and collect ideas for your event to implement.

Partnerships and sponsorships

Build relationships with organizations that share your goals. Seek sponsorships to support funding and resources. You could e.g. ask local companies to provide snacks and drinks or goodies for a welcome package for the participants. You can also explain to every service provider what you are doing and the good cause behind the event to ask for a discount. Many companies are happy to reduce their price to support you. Lastly, you can offer benefits to sponsors (branding, speaking opportunities) to secure further support.



Logistics

Good logistics can make or break your event. A well-organized youth conference needs a strong focus on venue setup, technology, catering, and participant accommodations. This section outlines how to make sure everything runs smoothly on the day of your event.

Venue Setup

When selecting a venue, consider the following:

- **Capacity:** Make sure the venue can comfortably accommodate your expected number of participants, with room for seating, networking, and breakout sessions.
- **Location:** Choose a location that is easily accessible by public transport.
- **Facilities:** Check for essential amenities like good Wi-Fi, accessible bathrooms, multiple workshop rooms, safer space and spaces for socializing. If you have participants with disabilities, ensure the venue is fully accessible (e.g., ramps, elevators).
- **Ambience:** The space should be youth-friendly. Look for venues that are bright, modern, and adaptable to different activities (e.g., workshops, panels, networking).
- **Main stage area:** Set up for keynotes, panels, or large presentations. Ensure there's good visibility for everyone, with appropriate lighting and seating arrangements.
- **Breakout spaces:** Have smaller rooms for workshops, discussions, or interactive sessions. Arrange seating in a way that encourages conversation (e.g., round tables, U-shaped layouts).
- **Networking zones:** Create informal spaces with comfortable seating where participants can chat, relax & connect.
- **Registration area:** Make sure this is near the entrance, well-marked, and easy to navigate. It should be spacious enough to avoid bottlenecks during check-in.
- **Safer space:** Create one room as a safer space where participants can retreat if they feel overwhelmed or need time for themselves.

Most cities only have a few venues suitable for conferences (apart from schools).



Technology

Technology can enhance both the experience of your participants and the efficiency of your conference. Ensure you have the right tools in place to support your event.

Double-check:

- AV equipment: High-quality projectors, screens, microphones (wireless and handheld), speakers, and clickers for presentations.
- Strong Wi-Fi: A reliable and fast Wi-Fi connection allows participants to engage e.g. with social media and online tools during the event.
- Backup options: Always have backup batteries, extension cords, and adaptors on hand in case of tech issues.

Young audiences are tech-savvy, so integrating technology into the event can boost engagement and interaction. Here are some ways to do that:

- Mentimeter: for live polls or Q&A sessions. It's great for getting instant feedback from participants during panels or workshops.
- WhatsApp Groups: Create a group or broadcast list to send real-time updates, reminders, or announcements throughout the event.

- Miro: is a virtual whiteboard where participants can share ideas in real-time. Ideal for collaborative brainstorming during workshops or interactive sessions.
- Padlet: allows participants to post questions, ideas, or feedback, making it easy to create interactive discussion boards.
- Google Forms: for event evaluations or to collect feedback
- Social Media: Encourage participants to share their experiences using an event hashtag. Display a live social media feed on screens in common areas to keep the buzz going.

Make sure you have tech support on-site during the event. Assign someone responsible for handling any technical issues that might come up.



Catering

A well-fed crowd is a happy crowd, and food can be a highlight (or a frustration) for your participants. Here's how to manage catering for your conference.

Planning food and beverages:

- **Dietary preferences:** Ensure that you accommodate all dietary needs, including vegetarian, vegan, halal, kosher, gluten-free, and allergy-specific options. You'll have collected this info during registration.
- **Variety:** Offer a range of foods to cater to diverse tastes. For a youth audience, it's often good to include light, healthy options like salads, wraps, and smoothies alongside some heartier snacks.
- **Meal times:** Depending on the length of your event, you'll need to plan for snacks, lunch, and possibly dinner. Make sure meals are spaced appropriately between sessions to avoid energy dips.
- **Hydration stations:** Have water stations and coffee/tea stands throughout the venue to keep participants refreshed throughout the day. Encourage participants to bring their own water bottles for fill-ups.

Serving Style:

- **Buffet-style** is often the easiest for conferences, as it allows participants to choose what they want and is quicker than sit-down meals.
- **Grab-and-go:** If time is tight, consider offering boxed meals or grab-and-go snacks that participants can take with them between sessions.

Label all food clearly with ingredients and dietary options (e.g., "vegan," "contains nuts") to avoid any confusion.



Transportation and Accommodation

Coordinating transportation and accommodation ensures that your participants can arrive smoothly and have a comfortable stay.

Coordinating Travel:

- Local participants: For those coming from nearby, provide clear instructions on how to get to the venue using public transport, cycling routes, or carpooling options. Include maps and parking information if needed.
- Out-of-town participants: Offer detailed travel suggestions (e.g., nearby train or bus stations, flight information) and, if possible, organize shuttle services from airports or train stations to the venue.
- Eco-friendly options: Encourage participants to travel sustainably by offering incentives for those who carpool or use public transport.

Accommodation:

- Block-book hotels: If many participants need accommodation, partner with local hotels or hostels to offer group rates. Make sure these places are close to the venue or offer easy access.

- Host Families: Consider organizing local host families or dormitory-style options if the budget is tight, especially if it's a more intimate conference.

Communicating travel and lodging info:

- Once travel and accommodation are arranged, send clear instructions and recommendations to participants, including check-in/check-out times, transport schedules, and maps.
- For international participants, provide useful information like visa requirements, local customs, and emergency contact details.

Create a travel guide or “welcome pack” PDF that participants can download. Include all travel, accommodation, and local recommendations in one place.

Conference Execution

Volunteer Management

Volunteers are essential to making your conference a success. They're often the first point of contact for participants and help keep the event organized.

Recruiting volunteers:

- Start early: Recruit volunteers well before the event to ensure you have enough people and time to train them.
- Target youth networks: Reach out to student groups, youth organizations, or use platforms like social media, LinkedIn, or volunteer sites to find enthusiastic volunteers.

Roles and responsibilities: Assign clear roles to each volunteer based on their strengths and preferences. Common roles include:

- Registration desk/check-in
- Room setup and tech support
- Helping speakers and facilitators
- Managing breakout sessions and workshops
- Guiding participants around the venue
- Catering support
- Social media engagement
- Evening activities
- ...

Volunteer training and management:

- Onboarding session: Before the conference, hold a volunteer training session to walk them through the schedule, their roles, and how to handle specific situations.

- Provide resources: Give them a handbook or brief overview that includes key event details, maps, contacts, and emergency protocols.
- Team leaders: Appoint team leaders or supervisors to manage small groups of volunteers and ensure there's a go-to person for any questions or issues that arise.

Disposition Plan:

- Schedule shifts: To avoid burnout, create a shift schedule so volunteers know when they're on duty and when they can take breaks. Make sure there's always enough coverage in critical areas, such as registration or tech support.
- Communication system: Use walkie-talkies, WhatsApp groups, or other messaging tools to keep volunteers in touch with one another and the event team

Show appreciation! Offer volunteers perks like free meals, access to sessions, and a thank-you gift or certificate for their time.



Emergency Plans

No matter how well-planned your event is, it's crucial to be prepared for emergencies. A solid emergency response plan will help you handle unexpected situations calmly and efficiently.

Developing an emergency response plan:

- **Assess potential risks:** Identify what could go wrong at your event, such as medical emergencies, fire, power outages, or tech failures. Make a plan for how to handle each scenario.
- **Venue safety features:** Familiarize yourself with the venue's emergency exits, fire alarms, and first aid stations. Ensure all participants know where these are located.
- **Emergency contacts:** Compile a list of key contacts, including the nearest hospital, fire department, security personnel, and venue management. Distribute this information to staff and volunteers.
- **First aid:** Have basic first aid kits available at key locations, and consider having certified first-aid volunteers or staff on-site.

Handling issues on the spot:

- **Medical emergencies:** If a participant falls ill or gets injured, stay calm. Send someone to call an ambulance, while another person stays with the individual. Make sure all volunteers know who the designated first-aid responders are. Depending on how many participants you expect, hiring a professional first aid team might make sense. Organizations like the Red Cross offer this service.
- **Fire or evacuation:** Follow the venue's emergency procedures for evacuation. Ensure volunteers are trained on how to guide participants safely to exits.
- **Technical problems:** Have a tech support team on standby. If equipment fails, quickly switch to backup systems.
- **Conflict resolution:** For any disputes or issues, assign a conflict resolution team. They should be trained in de-escalation techniques and able to mediate professionally.



Awareness Work

What does awareness work mean?

With the term awareness we mean consciousness, mindfulness, or perception. In the context of events, we understand awareness work as an approach to be sensitive to the power relations and discriminatory structures in our society and to actively and impartially take care of those affected by sexualized violence and other assaults and to provide them with initial support.

All measures are tailored to the needs of the person concerned, because awareness work is characterized by its focus on the person affected.

Why do we need awareness work at events?

We should all be aware that incidents of discrimination, marginalization, transgression and violence can happen anywhere. The person who shoves you at the bar; the hand that suddenly touches your bottom on the dance floor; the loud clique that makes fun of you; These and other experiences can ruin the whole day/evening and cause people to withdraw from events completely. In many cases, this is because they have not received the support they need to deal with the experience and have felt left alone. It is usually those who suffer the consequences of transgressions.

What is the aim of awareness work?

The aim is to create an active support system that can help those affected to empower themselves and deal with the situation according to their own needs.

Awareness-raising work begins, with the aim of developing an attitude of solidarity and concern for the affected people.



Parties, concerts, overnight stays in full hostels are characterized by several factors that increase the need for awareness.

It is precisely in this sphere that misunderstandings and assaults can occur. Recognizing that sexism and other forms of assault also take place in our own spaces can be a first step towards a more sensitive and attentive attitude.

There is often an attempt to set an example against discrimination and violence through simple appeals. This may be well-intentioned. However, we suggest that an active support structure dedicated to affected people-oriented awareness-raising is a necessary complement to such things as e.g. codes of conduct.

This structure should be there for anyone who:

- feels harassed
- who has experienced or witnessed a boundary being crossed
- is unsure how to categorize what they have experienced
- feels disorientated, helpless, panicked or in need of help.

Best Practice: Develop an awareness concept. If you are doing this for the first time, seek advice/support from experts in this field. Create a safer space where participants can retreat in case of need. Assign an awareness team among your volunteers. They should be visible (e.g. through a special coloured shirts) and introduced to the participants at the beginning of the event. Make sure in advance that the awareness team is well trained in communicating with people and deescalating difficult situations.

The awareness team is the first point of contact for participants and volunteers to be able to raise concerns, voice problems, express their worries or needs.

Of course, the awareness team is not expected to serve as psychologists, but primarily, they are there to give the participants and the crew the possibility to talk to them, to diffuse situations and evaluate the level of severity.

Post-Event Activities

After the conference, the work isn't quite done. Collecting feedback, evaluating the success of your event, and following up with participants are essential to improve future events and keep your audience engaged.

Feedback

Gathering feedback helps you understand what worked well and where you can improve. Aim to collect feedback from participants, volunteers and trainers while the event is still fresh in everyone's minds.

Methods for gathering feedback:

- Surveys: Send out a post-event survey. Keep the survey short and focused on key areas, such as:
 - Quality of speakers and sessions
 - Venue and logistics
 - Overall event experience
 - Suggestions for future events
- Google Forms or SurveyMonkey are easy and free platforms to create your feedback survey.
- Live feedback: Use tools like Mentimeter or Slido to gather real-time feedback during the event. Participants can submit responses on their phones after each session.
- Feedback stations: Set up feedback boxes or iPads at the exit where participants can leave comments quickly before leaving.



Tips for Effective Feedback Collection:

- **Incentivize participation:** Offer small prizes to encourage participants to fill out your survey.
- **Make it specific:** Instead of vague questions like "Did you enjoy the event?" ask focused questions such as "What was your favorite session and why?" or "How can we improve the check-in process?"
- **Keep it simple:** Use a combination of multiple-choice questions, rating scales, and open-text fields so participants can share detailed feedback without feeling overwhelmed.



Send out the survey no more than 24 hours after the event to increase the likelihood of getting responses. Even better: implementing it while participants are still at the event.



Evaluation

Evaluating the success of your event will help you understand what went well and how you can improve in the future. This is not just about collecting feedback, but also analyzing metrics.

Metrics for evaluating success:

- Attendance: How many people registered compared to how many actually attended? Look at overall numbers and breakdowns by session to see which parts of the program attracted the most interest.
- Participant engagement: Use tools like social media hashtags, app interactions, or polls to see how engaged participants were during the event.
- Satisfaction scores: From your post-event survey, analyze overall satisfaction ratings. Focus on areas with high or low scores to see what worked and what didn't.
- Speaker/session ratings: Ask participants to rate individual speakers and sessions to identify the most successful parts of the program.

- ROI (Return on Investment): If your event had a budget, measure how well you stayed within it. Compare costs with participant satisfaction to see if the investment in certain areas (e.g., catering, speakers) paid off.

Evaluating long-term impact:

- Social media reach: Monitor how many posts, shares, and impressions your event generated on social platforms. This can be a good indicator of the event's broader impact.
- Post-event community engagement: Look at how many participants continue to engage with your organization after the event (e.g., following your social media channels, signing up for newsletters, attending future events, start projects etc.).



THE ANNEXE

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Goal setting worksheet

Name of event:

Date:

Our goal(s) for this event

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Why do we want to achieve this

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Target group

Outcome

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Problems that might appear

Possible Solutions

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Milestones

Date

Tasks



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Project Milestones

	Date:	
Date:		Date:
Date:		Date:
Date:		Date:



Location Checklist

Location name: _____

Contact person: _____

Phone: _____

Size in m²: _____

Max. amount of people: _____

Number of rooms: _____

Reachable with public transfer?

Can we use the area(s) outside?

Loading zone and times?

Pillars in the room(s)?

Daylight? Darkening possible?

Barrier-free?

AC?

Heating?

Stage?

Storage room

Enough sanitary facilities?

Furniture

Amount of chairs: _____

Amount of tables: _____

Event technology

Power connections?

Screen

Wifi?

Microphones?

Projector?

Moderation equipment?

Sound system?

Inhouse technicians?



Location Checklist

Catering

- Inhouse catering?
- Cooling options?
- Kitchen supplies?
- Bar counter?
- Buffet?
- Table cloths?
- Dishes and cutlery?
- Spot for food truck?
- Daylight? Darkening possible?
- Electrical power supply?

Safety

- Emergency exits
- Fire extinguisher
- First aid
- Insurance needed?
- House rules
- Smoking area

Costs

- Prepayment?
- Cancellation options?

Notes:



Event Planning Checklist

Concept phase

- Which aim do you want to reach with the event?
- Which target group do you want to reach?
- What's the occasion?
- How many participants are expected?
- Determine the date, duration and location of the event (also consider set-up and dismantling time).
- Who will organize the event? Who will do what within the team? Do you need further support or guidance?
- Create a budget. Is further funding needed?
- Develop a project plan with milestones and a detailed time plan.

Promotion

- Create a promotion roadmap, incl. setting application deadlines.
- Prepare the promotion material. Consider online and offline measures.
- Set a promotion kick-off.
- Monitor your progress continuously in order to implement further measures in case your don't reach enough applications.

Programme planning

- Develop a detailed event programme. Is there a stringent red thread? Do you want to chose a main topic or multiple topics?
- Design and prepare the single sessions/ programme elements.
- Hire speakers and facilitators. Do you plan to include show acts, musicians or other artists?
- Who will moderate the event?
- How will you prepare the volunteers?
- Determine the feedback and evaluation methods.



Event Planning Checklist

Logistics

- Develop a room plan. What kind of equipment is needed?
- What further material do you need to organize?
- Where will the participants sleep?
- How will the participants travel to the event? Do you need a shuttle system?
- What catering do you want to provide?
- Develop a disposition plan.

Event implementation

- Are all responsibilities and roles clear? Does everybody know what is expected and what to do when?
- Do you have an emergency response plan?
- Are there special guests/ people you need to take care of in particular (e.g. donors, sponsors, press, cooperation partners etc.)?
- Have daily check-ins and short meetings within the organisation team to update each other and be able to react on spontaneous needs.
- Stay flexible, not everything will go as planned. ;-)

After the event

- Dismantling and tidy up.
- Send follow-up mails to participants, trainers and further stakeholders.
- Hand-out thank you gifts for volunteers.
- Analyze feedback and make an in-depth evaluation.
- Write down your learnings and the feedback you received to improve future events.



Social Media Planner

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Code of Conduct

Together, we want to create a non-discriminatory, non-judgemental space in which everyone feels welcome and respected - all participants are responsible for this.

- We do not tolerate any form of discrimination, sexism or racism and reserve the right to exclude anyone from the event if necessary.
- Take care of each other: If you feel threatened, harassed or uncomfortable, report it to staff at the entrance. Even if you see that another person needs help: ask the person concerned, don't leave it to "the others" to take action. You don't have to explain or justify your experience or observation.
- Only yes means yes: act according to the consensus principle: actions and conversations only take place with mutual consent. Make sure that the other person clearly signals whether he* or she* wants to talk or interact with you.
- Please ask each person which pronoun (he, she, they, none at all, ...) they would like to be addressed with. Using the wrong pronouns can be hurtful and traumatising and should therefore be avoided if possible. There are also people who do not use pronouns; it is important for us to treat each other sensitively and respectfully.
- Please do not draw conclusions about another person's gender identity based on their external appearance. Just because you read someone as male or female does not mean that this person identifies as such.
- We use gender-sensitive language and exclude the generic masculine. We try to refrain from using gendered language such as "ladies first", "girl boss", "real men".
- If you take a photo/video of participants and want to post it, please ask for permission. Not everyone wants to be pictured on the internet and what is uploaded once will remain there forever.
- Our concept is characterised by intersectionality and recognises that there are people who are affected by multiple discrimination.
- If certain topics make people feel uncomfortable, we stand by the person together and remember that everyone has different experiences and therefore reacts differently to sensitive topics or micro-aggressions, for example.
- We recognise that we are all different and have individual perspectives. We try to understand other people's points of view and avoid generalisations and stereotypes ("typically male, typically female").
- We all make mistakes. If people use discriminatory language or ways of thinking, we try to make them aware of this through constructive criticism. We ask you to be open and listen when people offer you constructive criticism.
- BIPoC and other marginalised groups are not responsible for educating other people. However, there are good organisations that you can contact and that can provide you with information material, book tips and link recommendations.
- Please remember that not all discrimination is always visible. Remember: What is normal for you is not necessarily normal for everyone.
- We have a zero-tolerance policy on discrimination - if an incident is reported, the perpetrator will receive a verbal warning and the reasons will be explained. Depending on the nature of the incident or repeated incidents, the person will be removed from the event and banned from the premises (permanently). This policy applies to all visitors, artists and staff present.
- Where possible, we provide a Safer Space retreat that can be used in the event of incidents. If there is none, the Awareness Team will ensure that the person concerned can retreat elsewhere if necessary.
- Please look out for each other and

BE KIND TO EACH OTHER!

Consent form

I/We hereby permit my/our child _____ (first name, surname) born on _____ (dd/mm/yyyy) in _____ (town, country) to participate in the <<insert Event Name>> from <<insert start date>> to <<insert end date>> in <<insert place>>. The event is organised and implemented by <<insert organizer>>.

I/We understand that:

- My/Our child might be traveling by herself/himself to the venue and I am/we are responsible to support my/our child with the relevant documents.
- My/Our child might not be under close supervision at all times during the event. The supervisors may permit my/our child to move around on their own.
- My/our child is expected to take part in all programme activities and follow instructions given. Rules, as set out by the team of supervisors, have to be followed. This includes adherence to the strict national laws on youth protection, for example in regard to smoking and alcoholic drinks. Severe violation of such rules or instructions given may lead to premature end of participation and the participant may be sent home at her/his own expense.
- Loss of or damage to privately owned equipment (e.g. cameras or mobile phones) is not covered by the organizers.
- There might be a participation fee for the event. In case a participation fee is raised, my/our child will pay the fee in cash on arrival at the event.
- This is my/our final confirmation of my/our child participating in the above stated event. In case of a no-show the organizers will ask for reimbursement of expenses in relation to the event (e.g. for unused travel tickets and accommodation bookings).

If applicable, please let us know further information on your child:

- food requirements for religious or health reasons:
- chronic illnesses or handicaps:
- required medication and allergies to medication:
- dental braces:
- other special needs:



Date

Place

family name, first name (parent or guardian)

signature (parent or guardian)



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Movement in Europe

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