

Guidelines for International Multidisciplinary Teams (IMTs):

online meetings, presentation and gallery walk in Berlin

Dear students

Welcome to the Social Europe Days 2023! At our kick-off session on April 13, you will be divided into International Multidisciplinary Teams (IMT). An IMT consists of students of different nationalities from the network partner institutions. Each IMT should develop a project idea linked to at least one of the UN's sustainable development Goals (SDG's). More information about the SDG's can be found at <https://sdgs.un.org/goals>. The outcome of IMT is a hand designed poster and a powerpoint presentation that together document the project idea in Berlin.

During the first online session, on April 13 you will build your team by getting to know each other and agree on who takes which role in the International Multidisciplinary Team (team-building). Each IMT will be assigned an academic tutor from participating universities. During the period starting from 13th of April 2023 till we all meet in Berlin you will hold a brainstorming session, followed by on-line team meetings with your IMT and possibly your academic tutor.

IMT and a tutor. The role of the IMT tutor is to support, guide and mentor the IMT's working process, but the activities, and the decisions you make during the IMT meetings are autonomous. So it is relevant to share the information and process IMT is going through with the tutor and if necessary to ask for guidance. But the role is guiding so the ideas and projects will be created by the students. If you feel left out from the group, please do not hesitate to contact your IMT tutor.

The project process. We suggest meeting the IMT at least every week to agree upon your team aim, roles in teamwork and creatively develop the project idea following UN sustainable development goals (each team will choose their own sustainability goal(s)). You should only focus on the SDGs goals which are directly related to your project aim. During the online meetings your group/team should choose an SDG project you will develop in your IMT, which should involve

- a) Pursuing at least one of the SDG's
- b) Networking between students of the universities or university colleges;
- c) and you should assess the feasibility possibilities of the project in your and all other participating countries and universities.

To find a good project you can start with exchanging good practices that already exist in your own countries and follow the SDG's¹. Relevant is to think outside of the box and create project ideas which are innovative but still feasible to realize with universities or students' context.

Between April 14th and May 14th, you should identify a project that can be developed further and assess the feasibility in following the SDG goals and optimizing the financial and human resources. This means that within your IMT you will have to find a way to connect with each other in an online format and to work together. The Zoom room we use at April 13 will be available 24/7 for you. To use **group work skills** will be helpful which means to get to know each other, to introduce yourself to others, ...

¹ – Another possible good source of information are the Green Offices. The Green Office Movement is a world wide organization of universities where students and staff work together and develop projects on the theme 'sustainability'. On the website www.greenofficemovement.org you can find more information about the movement. When you click on 'resources' you can find examples of SDG-projects developed within the participating universities.

During our stay in Berlin. Finally, you meet in Berlin from 15 to 17th of May and you will present your project on 16th of May connected to UN sustainable development goals. You will still have time to finalize your project and the possibilities to visualize the idea as a poster in combination with a powerpoint presentation. Sharing the poster and powerpoint presentation will take the form of a market place where you try to 'sell' your project to other IMT-groups . However, you must take into account that possibly not all the students of your IMT will be present in Berlin. So, in Berlin you will also have to find a digital way to involve the students of your IMT that are not present. On the other hand, it is important to involve all IMT students in presenting the poster in Berlin and answering the questions of other students and tutors. Beyond your own presentation in Berlin, it is relevant to be interested in and give constructive criticism to other IMTs' projects.

The poster and the powerpoint presentation. In Berlin other IMTs are waiting for your innovative ideas regarding the implementation of SDGs. We all wait to see your IMT projects made in the format of hand-designed poster and powerpoint presentation.

- **The hand-designed poster** will be prepared during the stay in Berlin. Flipchart paper and flipchart marker will be provided to you from organizers. If you need something in addition, IMT members should bring it themselves to Berlin. The poster should promote your project aim, envisaging shortly your project idea and it should stand out from other posters.
- **The Powerpoint presentation.** Each team will also present their project idea more in depth in powerpoint format. Therefore, you should bring your own computer per IMT to present the powerpoint presentation. We suggest that the powerpoint presentation should be mainly prepared during the online-meeting before the Berlin-meeting. We recommend preparing a self-running presentation². The length of one self-running presentation's cycle should be at least 7 minutes and max 10 minutes, to make the gallery walk possible for all participants.

Evaluation of the project. We recommend building your project presentation with keeping the following criteria in mind:

The content of the project idea

- The feasibility: How realistic is the idea and could it be implemented in each participating country?
- The rationality - the usage and need for resources including human resources, time and financial resources
- The innovation: What is new and original in the project idea?
- Comprehensive: How well the project is understood by others?

The presentation

- Does your idea stand out in the gallery walk?
- How you have visualised your idea as a poster and powerpoint presentation?

The group work

- How do you present the project together?
- How do you present your teamwork, group work skills and synergy in the IMT?
- How do you share the presenting and gallery walking between IMT members?

² – Instructions for self-running presentations: <https://support.microsoft.com/en-us/office/create-a-self-running-presentation-57fc41ae-f36a-4fb5-94a3-52d5bc466037#OfficeVersion=Windows>

Final notes. You are cordially invited to this wonderful international professional competence sharing!

After the event will provide you with a link to an online evaluation form. If before that you have any advice for us to improve the Social Europe Days better or want to comment in any other way or want to thank anybody, feel free to send an e-mail to Jeannet (Groningen) z.davids@pl.hanze.nl and Patricia (Munich) patricia.arnold@hm.edu who presently coordinate our network.

Thank you in advance and have a great time at Social Europe Days 2023!