



NOTES FOR THE HOST INSTITUTION

FACILITIES

You will need:

- 1 hall for the plenary speeches for a number of at least 150 people; laptop, projector and sound system where necessary;
- 2 or 3 different rooms for concurrent sessions- the size can be determined according to the number of participants and concurrent sessions and all of these should have the technical equipment mentioned above;
- 4 or 5 rooms or large classrooms for round-table/group discussions. If the hall can be used for this purpose it can also be included;
- 1 chairperson for each discussion group (to be appointed by the host institution and/or the committee).This person will lead the discussions by adding own views, commenting on others' views or inviting others to comment. Thus, the chairperson needs to be chosen among colleagues with these necessary qualities;
- 1 time-keeper for each group to aid the chair;
- 1 reporter who takes notes to summarize the main points discussed and to report to the whole group.

OTHER THINGS TO CONSIDER:

- **Refreshments:** where and when; have water available throughout;
- **Photographer:** someone who does not have other responsibilities on the day so that they are concentrating on looking for photo opportunities and can visit focus groups as well as the plenary sessions. It seems to be traditional to have a group photo. Experience has shown that this is best timetabled at the end of a session when everyone is already in place; rather than before a session when usually time is wasted waiting for people to turn up.

- **Registration desk:** Participants can take their name tags and bags (if available) to find the plenary and the focus group rooms from their arrival on campus or at least at the building. They can add their e-mail addresses next to their signatures to keep track of future participants and members.
- **Campus security:** please consider any arrangements you need to make such as giving names of participants to security to ease access to the university campus or building.
- **Documents from the event:** We would like to try to collect the minutes/power point slides (and if possible any photos that might be ready) onto a flash disc at the end of the event – to speed up the process of getting all these collected and onto the website.
- **Involvement of publishers:** The host institution communicates with the sponsorship committee member to choose possible activities of the sponsors having sent the invitations to the publishers. It is not advised to work with only one publisher without informing all. As a T-PLUS policy we want to maintain an equal distance to all publishers and we appreciate the host institution's understanding in that respect.

ACCOMMODATION

The host institution is expected to recommend one or two places, although it is important to be clear that this is participants' responsibility. It may be useful to approach a particular hotel for a special deal. It might be a good idea to find out where the most convenient Öğretmen Evi is and mention that in the announcement.

TRANSPORTATION

A link to the relevant information on the university's website will help. It is also a good idea to send a reminder nearer the date of the event, with any specific details or helpful instructions such as approximate cost of a taxi etc. or possible shuttle buses (if appropriate).

IMPORTANT:

One of the T-PLUS committee members works with the host institution to monitor and support the preparations and the event. The host institution should use the guiding checklist to ensure a smooth running event and be in contact with the T-PLUS committee at all stages of preparation of the event.