



SICTEC

SPRINKLE INFORMATION
AND COMMUNICATION
TECHNOLOGIES ACROSS
EUROPEAN CURRICULA

**10 TIPS FOR A
"SUCCESSFUL MEETING"**

10 tips to prepare, and carry on, a successful international students meeting

Transnational student meetings are very important for any ERASMUS+ project. You can discuss, prepare, learn new methodologies or new approaches to improve your teaching but is when you do a meeting when you can check whether they work or not. SICTEC had five transnational student meetings and after trial and error we improve our meetings and we summarized our learning in 10 tips. No matter for how long teachers group because as much time they invest before the meetings better is the result and more incredible students experience. At the end we, as teachers, have to learn to make students the stars of our job and fill it up their backpack with the best tools for their future studies and life.

SICTEC tried to reach that ambitious goal!

We have divided a meeting in three parts:

- Before the meeting
- During the meeting
- After the meeting

And each moment have different key actions, that at the end, make the meeting as successful as expected.

Preparation: Before the meeting

Using some videoconferences tools,
(<https://pixabay.com/en/video-conference-e-learning-business-2766604/>)

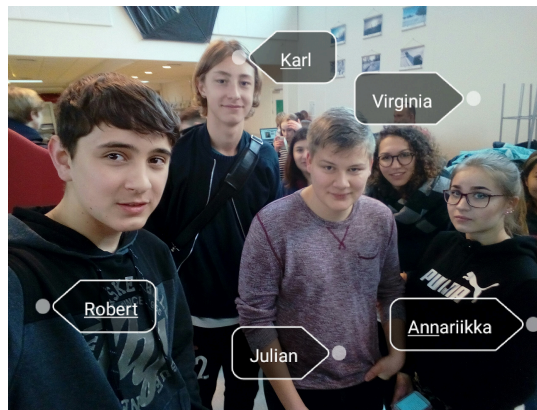
1. To define which are the aims of the meeting connected with the main topic (for SICTEC was water):
(<https://pixabay.com/en/target-dart-aim-objective-success-1414788/>)
 - To know that global warming change can contribute to convert into a desert places where they have been living for a short time.
 - To understand how water can change the landscape of a whole area: from green to brown (global warming) or from brown to green (canal).
 - To reflect about what means irrigation for a dry area like les Garrigues.
2. To define the ICT tools to be used during the meeting and to create a common account if necessary and MAKE STUDENTS AND **TEACHERS** familiar with them
 - a. Quiz: Kahoot!
 - b. Picture editor: Pixlr
 - c. Posters: Canva.com
 - d. Infographics: Piktochart
 - e. Video editor: Kizoa
 - f. Crosswords maker: [Crosswords](#)
 - g. Collage maker: Photofancy
3. To define clearly all the working (ICT) activities carried on during the meeting:
 - a. **Daily report** about the day (two pages in lucidpress) or about one workshop done during the day
 - b. **Zoom IN Day.** A video of, at least 50 pictures of what has happened today. All pictures have to be from very short distance like [this one](#)
 - c. **Zoom OUT Day.** A video of, at least 50 pictures of what has happened today. All pictures have wide angle like [this one](#)
 - d. Day **Crossword**
 - e. Find the 7 differences
 - f. **Video interview** (make and interview to someone and publish it on youtube)
 - g. **Day cover** (can be a collage or a canva)
 - h. Enlarging our **meeting spots googlemap**. Everyday two groups have to add 10 pictures to googlemaps (2 pictures per student) to locate what we did and where
 - i. **The day in numbers.** Infographics using piktochart
 - j. **Kahoot!** about next day agenda

4. To be sure that students have the key skills like:
 - a. ICT skills
 - b. Social skills
 - c. Language
5. To create the scaffolders:
 - a. Googlemaps
 - b. Googlephotos
 - c. Lucidpress
 - d. Social media #hashtag
6. To define a [clear agenda](#)
 - a. Morning and afternoon activities connected with the main topic (WATER for SICTEC)
 - i. Visiting a hydropower station (Tirano - Italy)
 - ii. Following the Canal d'Urgell (Les Borges Blanques)
 - iii. Cruising on a river (Estenfeld - Germany)
 - iv. Visiting the Waden Sea (Fanö - Denmark)
 - v. Snow sports games, indoor and outdoor (Kajaani - Finland)
 - b. Evening activities connected with ICT
 - i. 2-3 hours
 - c. Time to socialize, playing free and of course being on time in the rooms for resting

During the meeting

7. To host the whole group in a place where they can stay live and work together
 - a. International:
 - i. Groups (one member from each country)
 - ii. Rooms
 - iii. Duties (every group has an ICT duty and also a social duty like cleaning, helping in the kitchen, preparing the table, ...)
 - iv. Meals time (Sitting together)
 - b. Connectivity and devices
 - i. WIFI is a must, be carefull with the hot spot that sometimes can be blocked because the number of connections instead of the band with
 - ii. Devices, at least two laptops/Chromebooks,... per group beside personal smartphones
8. To start with socializing activities the first day, at least 3 hours.

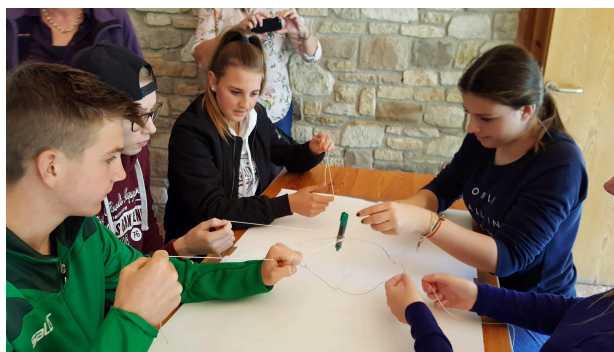
- a. Selfies. Each student have to take at least one selfie of the group and one more with some group mates. In the picture has to be at least 3 students and they have to tag (in the picture) the name of all of them. All the pictures have to be uploaded to the provided googlephotos folder.



- b. Building the tower balloon: 5 participants; Each small group: 30 balloons , a scissor, a roll double-sided tape. Work order: Build a tall, colorful and stable tower that can stand alone, without tools. Participants can blow the balloons as hard as they want.



- c. Robot writer. Students will have to work together writing or drawing on a big piece of paper. The catch is that there is only one pen and it is attached with duct tape.



- d. Human caterpillar race: Students form a big human caterpillar and see which team will finish first going from one point to the other



- e. Building a tower with spaghetti. Creation of international GROUPS.



9. To coach students during:
- a. Topic centered activities in collecting as many information, pictures, videos,...
 - b. To be involved with every ICT activity
 - c. To check and lead students through the ebook, that at the end is the “visible” final product

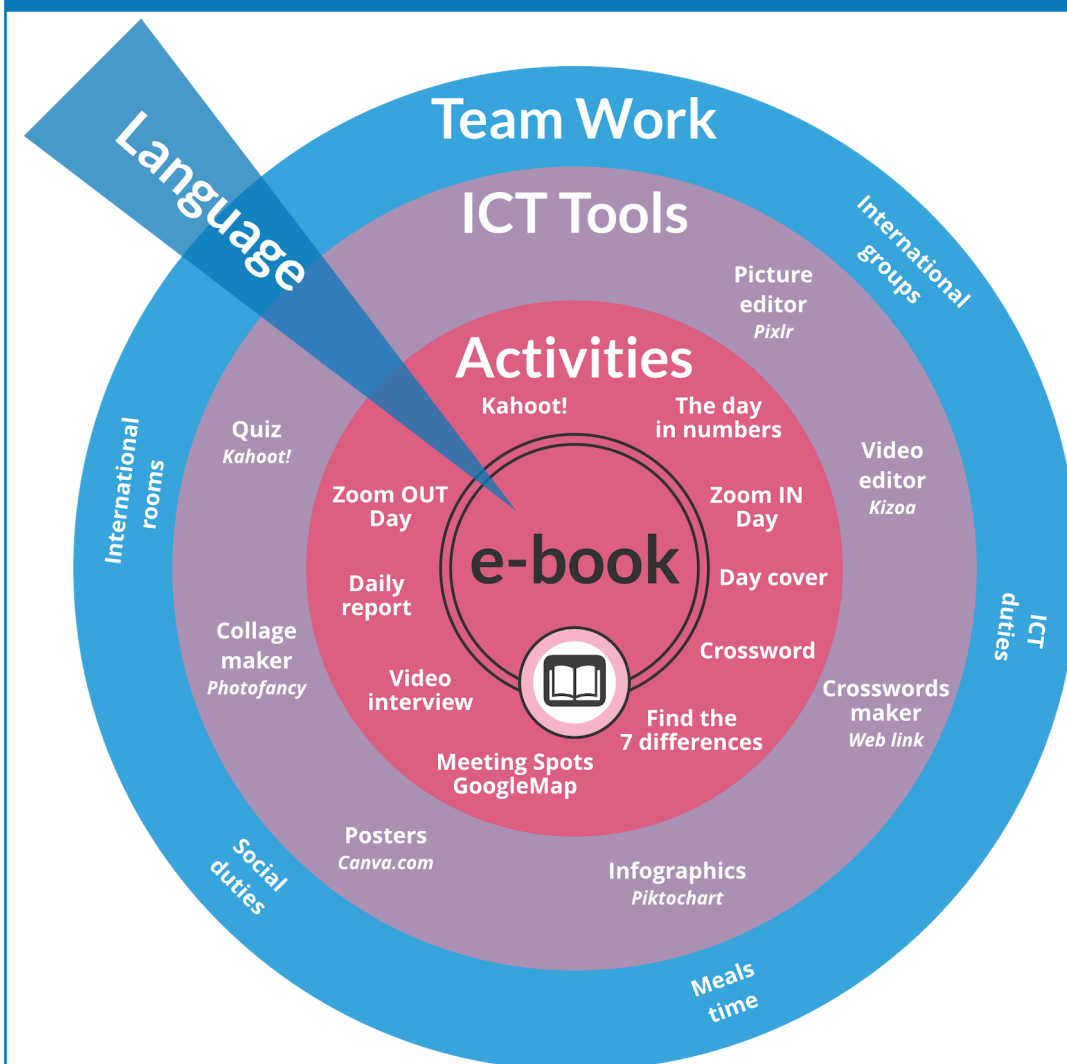
During and after the meeting

10. Evaluation

- a. Create a googleform
- b. Teachers discussion about the agenda everyday
- c. Teachers discussion about students opinion trying to find:
 - i. Best activity
 - ii. Best skills needed
 - iii. Best ...

Meeting final product

e-book



Project in the frame of



fsolans.blogspot.com