

HOW TO JUMP



Event Organization Guide

Special Focus on
IAESTE Training and Motivation Seminar JUMP

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1 JUMP... Join Us to Motivate People

WHAT IS IT...

This training and motivation seminar is mainly focused on workshops dealing with various IAESTE tasks and personal skills.

WHO WILL PARTICIPATE...

Everyone who is in touch with IAESTE, particularly new members.

WHY...

- to get trained in various IAESTE tasks
- to enhance your personal skills
- to share IAESTE knowledge
- to get in touch with IAESTE members from other countries and make friends from all over the world
- to experience the international flair of IAESTE

1.1 History

The IAESTE Training and Motivation Seminar was founded in 1995 by IAESTE Austria. It was organised by many different countries all over Europe, from Macedonia over Switzerland to France, from Malta over Austria to Belgium

- 1995 in Vienna, Austria
- 1996 in Salzburg, Austria
- 1997 in Thesaloniki, Greece
- 1998 in Ohrid, Macedonia
- 1999 in Sliema, Malta
- 2000 in Richterswil, Switzerland
- 2001 in Barcelona, Spain
- 2002 in Szentendre, Hungary
- 2003 in Carmaux-Albi, France
- 2004 in Ghent, Belgium
- 2005 in Osijek, Croatia
- 2006 in Aalborg, Denmark
- 2007 in Istanbul, Turkey
- 2008 in Banja Luka, Bosnia and Herzegovina
- 2009 in Radstadt, Austria

1.2 Date and Duration

In the past the seminar was held between end of September and mid of October. This means between week 39 and week 43. So far JUMP lasted between 3 and 5 days. Experience has proven that starting JUMP on Wednesday late afternoon and finishing Sunday noon so the participants to have full days of JUMP and can use Wednesday and Sunday for travelling is a good idea.

2 Timeframe

2.1 General Timeline

Calender Month	1	2	3	4	5	6	7	8	9	10
Location Search	■	■								
Core Team Building		■	■							
Sponsoring		■	■	■	■	■	■	■	■	
Program		■	■							
Marketing		■				■	■	■	■	■
Work Group Leader Search						■	■	■		
Reception Team Building						■	■	■		
Registration for Event							■	■	■	■
Training Reception Team									■	
Prepare Welcome Packages									■	
Event itself										■
Review										■

2.2 Timeline before and after the Event

	Monday	Tuesday	Wednesday	Thursday
Morning			Arrival Reception Team Preparation	■
Afternoon			Arrival Participants Registration	■
Evening	Packing	Arrival Core Team Preparation	Dinner Opening Ceremony	■

	Friday	Saturday	Sunday	Monday
Morning	■	■	Closing Ceremony	Unpacking
Afternoon	■	■	Cleaning up	
Evening	■	■		

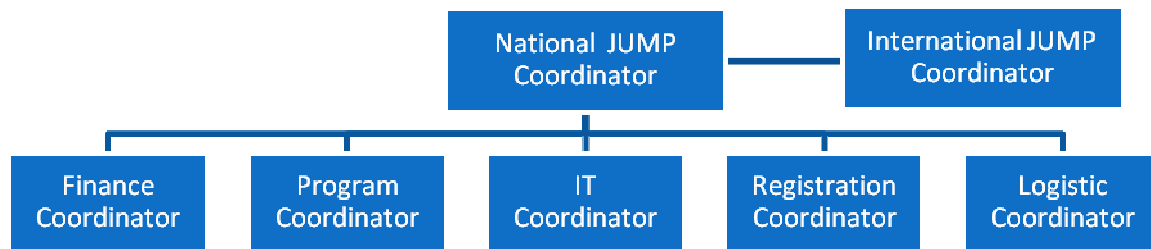
3 Team

Generally team members should be:

- IAESTE members or should know IAESTE quite well
- organized and also creative people (mixture of different working characters)
- experience in how to organize an event (at least one person)

You need approximately 12 people during the event.

3.1 Core Team



Tasks of the different coordinators are as follows:

- main national JUMP coordinator
 - contact to international JUMP coordinator
 - contact to working group leaders
 - contact to other countries
 - coordinating team
- finance coordinator
 - budget
 - accounting
 - encashment
 - fundraising contributions in kind
- program coordinator
 - teambuilding games
 - culture program
- webmaster and IT coordinator
 - website
 - registration setup
 - IT equipment setup on site
- registration coordinator
 - visa invitations
 - arrival and registration on site
- logistic coordinator
 - location
 - transport
 - equipment
- international JUMP coordinator
 - has an advisory function
 - responsible for all working groups
 - responsible for the selection of working group leaders

3.2 Reception Team and Fields of Work

- registration team
 - preparing welcome packages
 - preparing name tags and badges
 - splitting up rooms
 - hang up floor maps and direction signs
 - register participants
- pick-up and drop-off team
 - pick-up and drop off participants from/at the train station, bus station or airport
- wake-up team
 - wake-up people in the morning
- logistics team and doozers (you probably know from “Fraggle Rock”, their lives are dedicated to work)
 - shopping
 - transport
 - providing equipment and drinks (water, juice, coffee and tea)
 - set up rooms
 - clean up
 - helping out wherever they can
- bar team
 - set-up bar
 - serve drinks
 - clean up bar
 - DJ

3.3 Communication within the Team

- mobile phones, telephone conferences via Skype or Teamspeak, mailing lists, groups
- set up a common file storage system (google docs, Dropbox, FTP) to exchange files
- meetings should take place at places easy to reach for everybody

3.4 Team Meetings

- 1st month: kick-off meeting
 - team building, time line, responsibilities, program, discussions
 - who is representing JUMP at the Annual Conference
- 2nd – 8th month: coordination meetings
 - at least once a month
 - check if project is on track
- 9th month: weekly working meetings
 - get things done
- 10th month: review
 - review the event, get learning’s
 - write a documentation

4 Location

- search for a location should be the first task
- location should be outside of cities to prevent people from spreading out and maximize the integration
- look for a standard accommodation not for a fancy 5-star hotel
- good connection by public transport
- place close to other countries
- capacity of accommodation should be for approx. 50-60 people
- enough rooms for working groups, 5 working groups, 10 participants each
- room for bar and international evening, no carpet
- one place, don't split up event too much
- do a site inspection before setting up a contract
- clear rules with staff
- check place if something changed 1 month before the event
- team should arrive at the location 1-2 days before the event's start

5 Event

5.1 Program

The program should consist of:

- 3-4 sessions of working groups. (also see 5.2)
- 1-2 trips: sightseeing, cultural excursions or company visits
- an international party and a traditional national event
- time for relaxing or playing games

Sample Program

Wednesday

- 14.00 - 19.00 Arrival + Check In
- 20.00 - 22.00 Dinner and Opening Ceremony

Thursday

- 07.30 - 08.20 Breakfast
- 08.30 - 10.00 Introductory Workshop
- 10.00 - 10.30 Coffee Break
- 10.30 - 12.00 First Workshop (part I)
- 12.00 - 13.00 Lunch
- 13.30 - 15.00 First Workshop (part II)
- 15.30 - 19.00 Excursion, Company Visit or Sightseeing
- 19.00 - 23.00 National Evening with Dinner

Friday

07.30 - 08.20	Breakfast
08.30 - 12.00	Second Workshop
12.00 - 13.00	Lunch
14.00 - 17.30	Third Workshop
18.00 - 19.00	Dinner
20:00 - 22:00	Exhibition

Saturday

09.00 - 09.50	Breakfast
10.00 - 12.00	Presentation
12.00 - 13.00	Lunch
13.00 - 18.00	Sightseeing
18.00 - 19.00	Dinner
20.00 - 21.00	Preparation for International Evening
21.00 - 24.00	International Evening

Sunday

09.00 - 09.50	Breakfast
10.00 - 11.00	Closing Ceremony
11.00 -	Departure

5.2 Working Groups

The JUMP participants should attend four sessions, the Introductory session and three sessions out of six of their choice in a rotational system. All the sessions will last 3 hours each. The international JUMP coordinator is responsible for selecting all working sessions and all working group leaders.

Introductory Workshop

Get an general overview of IAESTE structures, goals and aims. In this session you will get answers to the following questions:

- Who are the people that IAESTE?
- How and when was IAESTE founded?
- What does all the abbreviations stand for (i.e. Asbl, GC, SID, NC, LC, LCP, NS, NO, IDT etc.).
- What are the milestones in the IAESTE year? What is the IAESTE circle?
- How can you use the IAESTE logo?
- Which forms do we have and how do papers move around in the IAESTE world?

LC Management

Local committees are an important part of IAESTE. A lot of work is done here. In this session you learn ...

- about the tasks of a local committee and its role within IAESTE.
- how to structure a LC, what the positions are in a LC.
- how you document and keep the LC's knowledge.
- how to make a budget.
- that LC does not only mean work, but also fun. What are the fun factors in a LC?
- what you should have in our LC office.

Company Marketing / Fundraising

Companies are important partners of IAESTE. They are the main source for placements and funds.

Learn in this session ...

- how to communicate with companies.
- what the companies can offer, why they should work together with you.
- where to find contacts to companies.
- how to find ideas and to create a campaign.

Student Marketing / Memberraising

All the IAESTE work is done for students and a lot of work is done by students: In this session you will get an overview about:

- How to make IAESTE known among the students.
- Ideas for designing your own campaign: posters, flyers, events. Creative skills needed.
- How can you raise new members. What can you offer them?

Jobraising

IAESTE without job placements is not IAESTE. IAESTE's main task is to find placements. In this session you learn how to raise jobs. Using the "IAESTE jobraising simulator" - a real 8 line phone system - you will have the chance to call virtual companies. The trainers will act like employers.

Administration

There are lots of forms with IAESTE. In this session you will get in touch with the most important ones. Together with your trainer you will simulate the flow of all the forms during the exchange procedure. IAESTE is running a website with public infos and contact addresses. However the backbone of IAESTE is the IntraWeb, which is not public. In this session you will learn ...

- What are the milestones in the IAESTE year and how do they get administrated through IntraWeb.
- How to access the IntraWeb.
- What information you find where.
- How to keep your information updated.
- How the FoIN/Alumni Network is working.

5.3 Exhibition

This should deal with topics which are not covered in the working group sessions. The participants visit a number of stations in small groups, where they are given a short 5-10 minutes presentation for example about:

- Summer reception... taking good care of incoming trainees, what are other countries doing?
- Advisory Committee of IAESTE... receiving input from university and business representatives
- Cooperation with job fairs... new approaches in jobfairs and partnerships
- “ikariera” – the job portal... offering new services to our partner companies

This is a journey through the world of IAESTE to learn what other IAESTE committees are doing and to find out whether we can apply it to your own IAESTE work. It took place in Radstadt, Austria for the first time 2009.

5.4 Registration

- open registration at least 12 weeks in advanced
- close registration at least 1 week before the event
- people from certain countries need a visa and you have to provide them with a “visa invitation letter”
- registration should contain:
 - personal information
 - first name
 - last name
 - e-mail address
 - gender
 - citizenship
 - date of birth
 - visa invitation letter required
 - passport number (for visa invitation letter)
 - passport date of issue
 - mobile phone number
 - t-shirt size
 - vegetarian
 - IAESTE sending country
 - IAESTE membership (experienced, newbie, staff, working group leader, guest)
 - comments
 - preferred training sessions
 - travel details
 - arrival date and time
 - arrival by
 - departure date and time
 - departure by
- give the participants the possibility to edit their registration
- prepare welcome packages at least 2 weeks before the event

5.5 Welcome Package

- welcome letter
- invoice
- house and event rules
- name tags
- folder
- pen
- notepad
- welcome gift
- t-shirt
- external and internal emergency numbers

6 Finance

The fee for JUMP is usually between EUR 150,-- and EUR 200,--. Keep the fee as low as possible. Participants have also to pay for the transportation. A discount of 25 – 50 % is usually given to working groups leaders.

6.1 Sample Budget

Spendings		Earnings	
Accommodation	€ _____	Fee	€ _____
Insurance	€ _____	Sponsoring	€ _____
Welcome Packages	€ _____	Income bar	€ _____
Marketing Material	€ _____		
- T-Shirt			
- Flyer			
Equipment	€ _____		
- Office Supplies			
- Additional Equipment			
- Rental for Equipment			
- Gifts			
Catering	€ _____		
- Coffee Breaks			
- Bar			
National Evening	€ _____		
International Evening	€ _____		
Transportation Costs	€ _____		
- Previous Meetings			
- During the Event			
Social Program	€ _____		
Miscellaneous	€ _____		

6.2 Sponsors

- Who:
 - hotel/hostel
 - university
 - international companies
 - travel agency
 - clothes and food companies
 - car rental companies
- What:
 - Contributions of any kind (food, drinks, notepads, pens, ...)
 - company visits
 - professional trainers
 - financial support
 - cars and vans during the event
- Why:
 - idea of IAESTE
 - marketing, partner
 - contact to students
 - international contacts
 - promotion on website and other marketing materials

7 Checklists

7.1 General Checklist

- build a core team
- find the date
- find the location
- make a budget
- think about sponsors
- make contract with hotel/hostel
- create the program (social program, dinner, lunch, coffee, party, etc)
- decide how many working groups there should be together with international JUMP coordinator
- contact countries
- find working group leaders together with international JUMP coordinator
- decide on welcome package contents
- find sponsors
- set fee
- create/update website
- find your reception team
- design JUMP-marketing material (T-shirt/sweater/...)

7.2 Checklist for the Weekend

- program
- think of a timetable as to is doing what and when
- buy all stuff that is needed
- check sound (hitlist), beamer and wall for ceremonies, parties
- check internet connection and how people can get access
- check where people can store expensive things (laptops, cameras etc)
- check with kitchen in hotel when at which time to serve exactly and take care about vegetarians/allergies/intolerance
- first aid kit, who is responsible in case of emergency
- designated driver
- signs how to get there
- put on floor maps
- set up a full equipped office with notebook, printer, copy machine, ...

7.3 Checklist for Arrival

- enough money for change
- welcome packages
- bills -> IAESTE stamp
- who is sleeping where - make a list before, so that you know who's sleeping where and make sure you mix up the participants so that they get to know each other
- prepare badges with a pocket and the program
- think of what to do with room keys

7.4 Checklist Opening and Closing Ceremony

- prepare people before ceremony when it's their turn to say or do something
- appoint a moderator
- beamer, laptop, wall, microphone, presentations
- something to drink for the speakers

7.5 Checklist Working Groups

- be sure everyone knows when their sessions start, where they take place and in which WG they are in
- water, juice, cups, paper, pencils, nameplates, beamer, wall, flip chart
- take care that people have access to power for their laptops, beamer, ...
- internet access
- someone should take care that everything is in the rooms and check regularly if something is missing
- small present for working group leaders

7.6 Checklist Party

- money for change
- think of drinks (alcohol and non-alcoholic stuff) and food
- litter boxes
- someone has to clean up after the party
- DJ, sound equipment, music
- print prices sheet

8 Equipment

8.1 Office Supplies

- marker and light pen
- flip chart and flip chart paper
- beamer and screen
- notebooks
- router and network cables
- printer (all-in-one: print, copy, scan) and printer cable
- walkie talkies
- extension cables
- USB cables
- card reader
- folder
- sheets of paper in different colours
- transparent envelopes
- envelopes
- post-its and labels
- cutter
- scissors
- glue
- cord
- tape, duck tape
- rubber bands
- stapler
- puncher
- ruler
- cash box
- stamp
- blank CD/DVD
- calculator

8.2 Additional Equipment

- pushcart
- IAESTE flag
- garbage bags
- tissues
- toilet paper
- kitchen paper
- aluminium foil
- cleaning utensils
- flashlights
- tension belts
- rain ponchos
- car, van, truck

8.3 Music Equipment

- speaker
- mixer
- cables
- lighting system
- microphone
- notebook and music

8.4 Bar Equipment

- fridge
- tables
- beer, wine, soda
- snacks
- money for change
- cups or glasses
- candles
- ash trays
- cleaning equipment

9 Appendix

Please find enclosed some document examples:

9.1 Invitation Letter

Dear IAESTE friends,

On behalf of xxx it is our great pleasure to invite you to the xxth Training and Motivation Seminar JUMP (Join Us to Motivate People). This event has already been existing for many years and is becoming a "must" for all new IAESTE members. The goal of this international meeting is to share IAESTE knowledge, to extend the IAESTE family, to motivate new members and to make friends from all over the world. To reach this goal, interesting and interactive working groups and training sessions on many issues regarding IAESTE life & work are held and coordinated by experienced IAESTE members.

The xxth JUMP will take place in xxx from xxx to xxx, located in the middle of the fascinating scenery of the Austrian Alps.

Unfortunately, we have to limit the number of participants to 60. The registration will be on first-come-first-serve basis and there will be a limit of 5 participants per country, so we kindly ask you to register as soon as possible.

In order to keep a strong focus on newbies, we ask each country to send a delegation at least half of which are new members: i.e. when you are sending 5 participants, at least 3 have to be new members.

For further information, please do not hesitate to contact us or visit our website:
www.jump.iaeste.org

The JUMP 20xx - Team

Don't miss it,
JUMP for it!

9.2 Automatic Registration Email

Dear !username,

Your registration for "JUMP 20xx - The IAESTE Motivation and Training Seminar" has been received and needs your confirmation to become effective.

To confirm your registration you have to login at least once. Unconfirmed registrations will be deleted.

Please take particular note about the terms and conditions of this event.

You may now log in to !login_uri using the following username and password:

username: !username

password: !password

Please change your password after your first login.

If you have any questions, please do not hesitate to contact us.

Thanks for your registration!

The JUMP 20xx - Team

Don't miss it,
JUMP for it!

9.3 Approval Letter

Dear <firstname>,

Your registration for JUMP 20xx in xxx has been confirmed. Please read this e-mail carefully to help us prepare a successful event.

Please arrange your travel itinerary as soon as possible. A shuttle service from xxx railway station will be organized. Read the instructions on the event website for further information.

As soon as you have confirmed your travel details, log in on the event website (<http://jump.iaeste.org>) and fill in your arrival and departure itinerary. If you do not provide this information by xxx, we can not guarantee that you are met at the train station.

If, for any reason, you cannot attend JUMP 20xx, please let us know immediately by sending an email to jump@iaeste.xx.

Please consult with other participants from your country to make sure that you visit as many different WGs as possible, in order to gain maximum output from JUMP 20xx.

We will send you detailed information about what you need to bring, etc. two weeks before the event.

We are looking forward to welcoming you in Austria! If you have any questions, please do not hesitate to contact us.

The JUMP 20xx - Team

Don't miss it,
JUMP for it!

9.4 Last information and what to bring

Dear participants and WG-leaders of this year's JUMP!

We're already looking very much forward to welcoming you in Austria and are working very hard to guarantee a successful event.

*** Preparations ***

When preparing for your travel to Austria please take into account the following:

- EUR xxx in cash for the fee (we can't take credit or debit cards, cheques, gold or diamonds)
- passport + visa (if necessary)
- student ID (if applicable)
- slippers or indoor shoes (compulsory)
- towel (recommended)
- sport clothes

As there will be already autumn in Austria and we're located in the alps, temperatures may already drop to freezing point. In order to not freeze or feeling cold, make sure that you have additionally with you:

- warm clothes (pullover, jacket)
- rain clothes
- hiking shoes, or sport shoes with a good grip (people with sandals will not be allowed to participate in the social programme)

As you may have noticed, there's an international evening on the programme. To give everybody a flavour of your home country, we ask you to bring some traditional food or drinks with you.

- food/drinks for international evening

*** Arrival Details ***

Please do not forget to fill in your travel details at your user profile on www.jump.iaeste.at or let us know otherwise. There will be a meeting point sign at the train station: Pick-up service will be provided from there for every train arriving in xxx between 13:35 and 21:07. If you arrive later than that, we can pick you up from xxx, but you have to call us to let us know when you arrive!

*** Emergency Number: +43 699 xxx or +43 699 xxx ***

For any question or other comment, please do not hesitate to contact us under jump@iaeste.xx.

Looking forward to a wonderful JUMP 20xx,
The JUMP 20xx - Team

Don't miss it,
JUMP for it!

9.5 Event and House Rules

To ensure that your stay on this event is as pleasant as possible, we ask you to read this rules carefully:

- Every guest has to take care for the house rules and their observation.
- All rooms, goods and facilities have to be handled with care by all guests.
- It's not allowed to prepare food or to eat food in bedrooms. If you have to prepare your own food, please ask an organizer first.
- Guests are not allowed to consume alcoholic drinks in bedrooms, workshop rooms or corridors.
- Smoking is prohibited in the whole house; it's only permitted in specifically designated outdoor areas. If smoking in the rooms causes the activation of the fire-detectors the responsible person is liable for the costs of alerting the fire brigade.
- It's not allowed to bring your pets to the event.
- From 10 pm to 7 am, no noise should be made in the bedrooms, workshop rooms or corridors.
- For all damages caused in our house please contact immediately the JUMP Team. The guest who causes damage to hostel property on purpose or by accident will have to make restitution for the full amount of damage.
- Bringing illegal substances and weapons into any of the houses is strictly forbidden and will lead to immediate dismissal and notification of the proper authorities.
- We expect our guests to treat each other and our staff with the utmost respect.
- In case of violation of our rules the JUMP Team has the right to ban persons from the house and event. A refund of the fee will not be granted in this case.

First name: _____

Last name: _____

Birth date: _____

Date

Signature for agreement with the above rules