

Planning the visit

Guideline on how to plan a visit

- start on time; plan ahead when you want to do the visit & get into contact well before
- go through the checklist through your planning phase

Get in contact with an institution/minority

- E-Mail: what to include?
 - Present yourself
 - What is YEN
 - Idea of Minority Messenger
 - What are the possibilities for a visit
 - Get a contact person (!)

Contact with the contact person at the institution

- Inform the person in charge about your agenda
- Practicalities: is there a projector, speakers, etc.?
- Get informed on the surroundings you will be in
- Inform the contact person on how he/she can prepare the "audience"
- How much time will you have and do you have to stick to breaks?
- How old is the audience?

Your agenda

- Prepare the Powerpoint Presentation
- Make a timetable for yourself and make sure you can stick to it (!)
- Put your agenda on the first slide, so you can present it to the audience
- Send it to your contact person

Inform yourself

- If you will visit a minority, inform yourself about the minority, so you can ask them questions in case they are quiet
- How do I get there, what will it cost, do I have to stay for the night?
- Inform yourself about the (technical) equipment at the venue; is there a projector/flipchart? Do I have to bring my own laptop, etc.
- If an accommodation is needed, ask the organisation for a host or find a host or find a cheap place.
- Ask for promotional material at least two weeks before your visit, so the Office has time to send it to you

Evaluation

- Make sure to have time for the evaluation for yourself and with the youngsters
- Fill in the questionnaire with a person who is able to answer the questions, if questions can't be answered, give your contact

The visit

- Show up at least one hour prior to prepare all the practicalities
- Bring flyers, info material, technical equipment, presentation, questionnaire, gift for host (YEN info packet).

- Take some pictures and remember to ask if they can be published
- Eventually go through your agenda with the contact person

After the visit

- Fill in the Expenses Claim and send it together with the original tickets the treasurer ASAP. KEEP ALL ORIGINAL TICKETS YOU WANT MONEY RETURNED FOR!!!!
Keep boarding passes and tickets!!!
- Keep in contact with the people you visited.
- See if follow-up is needed & plan so
- Complete the questionnaire
- Send the questionnaire to VPIN!!!
- Fill in evaluation/report form
 - Take info material if possible (flyers, etc.)
 - Send the evaluation to VPIN (e-mail) after filling in