

GUIDELINES ON HOW TO PLAN A VISIT

BEFORE THE VISIT

- Start planning your visit ahead and get in contact with the Steering Group and the hosts well before.
- Go through the checklist.
- **Please remember that in order to obtain reimbursement of your expenses, you have to send to the Steering Group all the documents required: before (budget draft, travel plan, description of the visit) and after (expenses claim and original tickets, evaluation form) the visit.**

A. Prepare the visit together with the Steering Group.

- Prepare the **budget draft** for the visit, the **travel plan** and the **description** of the visit.
- Send the above documents to the Steering Group (mmsteeringgroup@yeni.org).
- Go through the agenda with your Mentor and the Steering Group.

B. Get in contact with an institution/minority.

- What to include in an e-mail?
 - Present yourself.
 - Include information about YEN.
 - Present an idea of a Minority Messenger.
 - Discuss the possibilities for a visit.
 - Get a referral to a contact person.

C. Get in touch with a contact person at the institution.

- Inform the person in charge about your agenda.
- Take into consideration the technicalities: is there a projector, speakers etc.
- Inform yourself about the surroundings and environment you will be in.
- Inform the contact person on how he/she can prepare the “audience” for your visit.
- Consider how much time will you have and how many possible breaks will there be.
- Get to know your audience (e.g. age.)

D. Your agenda

- Prepare the 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.

E. Inform yourself

- If you plan to visit a minority, inform yourself about the minority, so you can ask them questions in case they are not as active in the discussion as you thought.
- How do I get there, how much 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 a cheap place to stay at.
- Ask the YEN Office for promotional material at least two weeks before your visit, so we have enough time to send it to you.

F. The Visit

- Show up at least one hour prior to prepare all the practicalities.
- Don't forget to bring flyers, info material, technical equipment, presentation, questionnaire, gift for the host (YEN info package).
- Eventually go through your agenda again with the contact person.
- Implement the knowledge and skills gained during the YEN seminars.
- Present YEN and inform hosts about minorities and issues of young people that belong to a minority.
- Motivate and educate other young people on active youth participation and volunteering.
- Take some pictures and remember to ask the hosts if they can be published.

G. Evaluation

- Make sure you have time for the evaluation for yourself and with the target audience.
- Fill in the questionnaire with a person who is able to answer the questions. If questions can't be answered at the given time, give your contact information for a follow up.

AFTER THE VISIT

- Fill in the Expenses Claim (only the first worksheet in Excel titled "Form").
- Send the Expenses Claim together with the original tickets to the treasurer (pia.slogar@yeni.org) as soon as possible. If you want your costs to be reimbursed keep all **ORIGINAL** tickets and boarding passes.
- Keep in contact with the people you visited. See if follow up is needed and plan it accordingly.
- Complete the questionnaire (if applicable) and send it to the Steering Group (mmsteeringgroup@yeni.org).
- Fill in the evaluation/report form, attach any promotional material from the hosts and send it to the Steering Group.