

Call for Hosting a Networking Pilot Event

Build Your Network and Collaborate on Innovative Solutions!

The Networking & Communities team of the CHARM-EU Alliance invites CHARM-EU universities to **host a networking pilot event**. This is an opportunity to connect with colleagues of a specific discipline across the alliance or explore collaborative opportunities on specific topics, and contribute to CHARM-EU's goal of becoming a European University in the true sense of the term. Here is how former participants evaluated their participation:

*“Great interaction with positive energy.”
“New insights from partner universities and very useful design thinking method”*

How do we understand Networking Pilot Events?

In previous networking events, the following structure has proven to be favourable:

- **Online session of two hours:** participants and facilitators work together to identify collaboration interests and challenges around a central topic.
- **In person workshop of two days:** team-building activities, intercultural networking, and group-based solutions are developed based on the identified interests and challenges.
- **Follow-up sessions:** these sessions allow participants to continue working on projects initiated during the online and in-person workshops.

Agile and participative working methods should be used throughout the online and onsite events. For example, Design Thinking – a user-centered method for innovative problem-solving – can be utilised by the supporting expert team (formed by colleagues involved with this concept of Networking Pilot Events) to facilitate the in-person sessions.

What's Involved in Hosting?

By hosting a Networking Pilot Event, you will mainly be in charge of:

- **Proposing a topic:** Relevant to your university's strengths and of interest to the alliance.
- **Identifying a local contact person:** Responsible for event logistics at your institution.
- **Choosing Dates:** Propose a date for your event; sometime in 2025 or 2026.
- **Providing the venue:** The event will take place at your CHARM-EU university.

Support: CHARM-EU expert facilitators will support event organisation and online/in-person sessions. Applicants are requested to find funding sources to cover possible expenses for a meeting venue and catering (e.g. through a BIP). Travel and accommodation costs are covered by the participating universities.

Benefits of Hosting a Networking Pilot Event

- **Expand your network** within the CHARM-EU alliance, with the support of expert facilitators.
- **Get inspired** by skills in teaching & learning from other colleagues
- **Tackle your challenges** with the help of fellow CHARM-EU colleagues
- **Learn from previous experiences** within CHARM-EU networking events.
- **Get familiar with the guiding principles for networking & community building** developed by the expert team of CHARM-EU.
- **Embed the European University concept** in daily activities at your institution.
- **Engage in CHARM-EU's strategic work** while building new ties with world-leading universities.

Exemplary target audiences and objectives

Past Networking Pilot Events have addressed participants from Engineering Schools, Applied Data Science, and Life Sciences. Exemplary objectives were the development of new research collaborations and educational programmes, the inclusion of AI in the curriculum, collaboration possibilities for PhD students, professional development opportunities or joint mobility programmes for students and staff.

How do I submit a proposal?

Proposals can be submitted continuously via [e-mail](#) by using the provided template and should include the following:

1. **Title and Description:** A clear and concise title along with a detailed description of the proposed event.
2. **Objectives:** Specific goals and expected outcomes of the event.
3. **Host & Local contact/organiser:** who will be the host and who will be responsible for the organisation on behalf of the institution.
4. **Target Audience:** Whom the event is intended for and how it will engage them.
5. **Format:** A first idea of a structure of the event (please keep in mind that the facilitator team from CHARM-EU might also suggest methods that can be used to facilitate networking and collaboration).
6. **Evaluation Plan:** How the success of the event could be measured. (A participant evaluation template exists already)
7. **Budget:** An outline of the estimated costs and potential funding sources.
8. **Inclusivity:** Ensure your event is inclusive (see [Inclusivity tips](#)).

Proposal Deadlines:

Please submit **by November 15, 2024** for events taking place in the first half of 2025 (planning requires at least 3 months). There will be another call in spring 2025!

Selection Process:

An expert group will evaluate proposals based on:

- Potential for sustainable networking during and after the event.
- Diversity of participants.
- Alignment with the CHARM-EU strategy and principles.

Decisions will be communicated by end of December, 2024.

We look forward to your innovative proposals and to working together to enhance the CHARM-EU network.

For further information and submission details, please contact [Klara Schneider](#), Ruhr West University of Applied Sciences.