

CHARM EU Networking Pilot Event - Template

1. Title and Description

Instructions: Provide a clear and concise title for your event, followed by a detailed description. The description should explain the event's purpose and how it aligns with CHARM-EU's goals. (5 –10 Lines)

Example:

Title: “Engineering Schools Days”

Description: *This event will bring together engineering departments from CHARM-EU partner universities to explore collaborative opportunities in curriculum development, research, and innovation. Through workshops, presentations, and networking sessions, participants will share best practices and work towards joint projects aimed at strengthening engineering education within the alliance.*

2. Objectives

Instructions: Define specific goals and the expected outcomes of the event. Make sure they are measurable and aligned with CHARM-EU's strategic priorities. (5 Lines)

Example:

- *Develop a shared curriculum module on sustainable engineering practices.*
- *Establish partnerships for joint research initiatives on renewable energy technologies.*
- *Facilitate networking opportunities to enhance collaboration between engineering faculties.*

3. Host & Local Contact/Organiser

Instructions: Identify the institution that will host the event and name the primary organiser/contact responsible for logistics. (1 or 2 contact person)

Example:

Host: Université de Montpellier



Local Contact/Organiser: Prof. Name-Lastname, Dean of Engineering (email: Name.lastname@umontpellier.fr)



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4. Target Audience

Instructions: Define the target audience, including who should participate and how they will be engaged. (5 lines)

Example:

The event is targeted at academic staff, researchers, and administrative leaders from the engineering departments of CHARM-EU universities. Participants will engage in collaborative workshops, panel discussions, and networking activities.

5. Format

Instructions: Provide a preliminary outline of the event structure, keeping in mind that the CHARM-EU facilitator team may propose additional methods.

Example:

- **Day 1:** Online session (2 hours) for participants to introduce their institutions and identify key topics of interest.
- **Day 2-3:** In-person workshop (2 days) focusing on networking activities, collaborative project development, and presentations on innovative engineering practices. Design Thinking methodology will be used to facilitate problem-solving and idea generation.
- **Follow-up:** Online meeting to review progress on joint research proposals and educational initiatives.

6. Evaluation Plan

Instructions: Describe how the success of the event will be measured. Refer to the existing participant evaluation template in the appendix. (5 lines)

Example:

See Appendix for a MS Form for the Library Event in Budapest (available from the facilitators team)





Success will be measured through participant surveys, the number of joint initiatives developed during the event, and follow-up collaboration. A formal evaluation report will be prepared using CHARM-EU's evaluation template.



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7. Budget

Instructions: Outline estimated costs, including logistics, materials, and personnel, and indicate potential funding sources.

Example:

- **Venue and Catering:** €3,000
- **Facilitator Fees:** €2,000
- **Travel and Accommodation for Speakers:** €4,500
- **Funding Source:** Institutional funding from the Technical University of Berlin and support from CHARM-EU.

8. Inclusivity

Instructions: Ensure that your event fosters inclusivity. Refer to [CHARM-EU's inclusivity checklist](#) for guidance. (5 lines)

Example:

The event will ensure inclusivity by providing accessible venues, offering materials in multiple languages, and including virtual participation options for those unable to attend in person. Special attention will be given to gender diversity in the speaker and participant lineup.



Appendix



**CHARM-EU Library Event @ ELTE
Budapest 23-24 September 2024**

Thank you for attending the CHARM-EU Library Event at ELTE in Budapest. We would be very grateful if you could complete this short evaluation survey so that we can learn from your experiences, and improve future CHARM-EU events. The survey has 7 short questions and will take no more than 5 minutes of your time. The results will be used for CHARM-EU reporting and evaluation purposes. Thank you for your answer!

1. *By attending this event, I have created new relationships with colleagues from other European Life Sciences Schools.*

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly disagree

2. *By attending this event, I developed concrete actions to cooperate with colleagues from other European Life Sciences Schools*

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly disagree

3. *By attending this event, I have received new knowledge from colleagues from other European Life Sciences Schools relevant to me*

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly disagree

4. *This event has inspired me to reflect on my own professional development.*

- Strongly agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly disagree

5. *I would recommend the event to my colleagues*

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly disagree

6. *In your opinion, describe the best aspects of the event*

7. *In your opinion, describe aspects that require improvement*

8. *Please suggest any recommendations for CHARM-EU to improve future events*

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