



Objectives of the Info Days:

- Raise awareness among the academic community (professors, enrolled and candidate bachelor, master and PhD students) and young entrepreneurs about: climate change issues and its international governance processes; environmental protection and renewable energy and efficiency; green entrepreneurship as alternative market and economy opportunities existing alternatives.
- Increase students' interest on green technologies and economy, on market opportunities, motivating them to attend the modules.
- The Info-Days includes the dissemination of information on the project, related activities, and approved new courses.

WE HAVE 12 VIDEOS AVAILABLE TO BE USED DURING, BEFORE and/or AFTER THE INFO-DAYS PREPARED BY ALL THE PARTNERS OF DALILA, MAKE SURE TO MAKE THE BEST USE OF THEM!¹



Info Days Calendar:

University	Date, Time	Place, Venue	Format	Expected participants
UMU	10 th December (Thursday), h TBC	University Campus?	In presence and online	100/200
UCU	24 November (Tuesday), h TBC	University Campus?	In presence and online	?
SUZA	26 November (Thursday), h TBC	University Campus?	In presence?	?
UDOM	21 December (Monday), h TBC	University Campus?	In presence?	?



Get ready in all key areas:





LOGISTICS:

- Define date, time, venue, expected number of participants;
- Define type of audience and format (specifying if in presence and/or online remote access);
- In case you foresee online remote connection please share information on the platform you are using with all partners of DALILA;
- Make sure to be able to register participants before the event through the Online Registration Form (if you could not register participants online before the event, make sure to register them at the arrival point – See printed Registration Form* box) and to have proof of the number of attendees (es. through attendance sheet when in presence, or through online registration form + screenshot or other proof of connection for remote connections);

¹ Considering the COVID-19 outbreak and the freezing of all activities concerning the organizations of in person events and mobility, including the planned travel of European partners to Tanzania and Uganda in autumn 2020 and considering the uncertain development of the COVID-19 spread and the consequent evolution of the internal lockdown in Tanzania and Uganda (including the activities of universities involved in the project), a restructuring of the Info-Days was necessary. As consequence, 12 short thematic videos were prepared with participation of all partners and under the coordination and supervision of A Sud on the key themes of DALILA project.



- If you decide to have a printed Registration form at the arrival of participants, show to every participant who did not fill in the online form the QR code or link to the Impact Evaluation Survey and ask to complete it;
- Pictures, video and other evidence of the event is needed for the project record, please make sure to have cameras and other needed material ready for the date of the event;
- Once the programme is clear prepare agenda of the event (to be printed and in available in digital format) and share it with invited speakers, audience and in social media (agenda/programme are also evidence of the event to be kept for record);
- In case you foresee connection through internet with remote speakers make sure that your internet connection is working, that video, audio and all technicalities works correctly testing every tool before the event.
- Prepare and test computers, laptops, screens, microphones and projectors for your event, if needed;
- In case a wi-fi is available for participants in the venue of the event, make sure to have information on the network and password and share the information with participants (e.g. displaying or hanging info);
- In case you would like to have an event in two or more languages (English and other local languages) make sure to have speakers and materials in both languages, or available interpreters.

Online Registration forms			
University	Type	Link to the registration forms	QR Code
UMU	Registration Form (including opening survey)	https://forms.gle/6BQnxhZjnD7aBEHb8	
UCU	Registration Form (including opening survey)	https://forms.gle/DVwco7BeKDp5YJ2W8	
SUZA	Registration Form (including opening survey)	https://forms.gle/36orQv4tHuYsXftf8	
UDOM	Registration Form (including opening survey)	https://forms.gle/DfiZGJKVkoUEEaYW8	

Printed Registration Form* (information to be asked in the printed Registration Form in case you cannot use the Online Form)
<ul style="list-style-type: none"> ➤ Name, Surname ➤ Email ➤ Age range (15-19/ 20-30 / 31-40/ Over 40) and Gender (F/M/Prefer not to say) ➤ Occupation (College Student, BA Student, MA Student, PhD student, Professor/Teacher/Trainer, Professional, Other..) ➤ If Student: name of University/school, Faculty, Year of enrollment and Field of research (for PhD students) ➤ If Professional : Organization, Title

COMMUNICATION MATERIALS²:

- DALILA project official website to be used and promoted: <https://www.dalilaproject.eu/> as well as DALILA Fb page: <https://www.facebook.com/groups/651837492229828> ;
- A Flyer is available to promote the Info Days drafted by UDOM (download the doc [here](#)). You have to finalize the document adding the correct information dedicated to your specific event (including

² Rules and information on the correct use of Erasmus+ logos and visibility materials can be found here: https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en
Erasmus+ Graphic Design user guide is available here: https://ec.europa.eu/assets/eac/promo/erasmus-plus-toolkit-20131031_en.pdf



Registration link or related QR code) and use it to promote the Info Day at your university (please feel free to print copies or to use the digital format) and share it with A Sud and project leaders;

- Make sure that all media dedicated to DALILA (the DALILA dedicated section in your University website, if you have any, as well as social media pages) are ready for the Info Day for people interested in knowing more about DALILA;
- Videos prepared for the Info Days will be available in a DALILA dedicated [YouTube Channel \(Info Days Playlist\)](#), and on DALILA website (section [The voice of DALILA](#)) managed by La Sapienza (this page will be available soon) make sure to have access to these pages when available;
- Budget for printing dissemination material: Please remember that you all have around 2000 euros budget in the project for printing dissemination materials that can be used for the materials of the Info Days.³

VISIBILITY:

- Share the invitations through students mailing list, social media, university webpage, TV -radio channels and any other communication tools available;
- Inform and invite media (press, TV, radio) to disseminate information on the Info Day and DALILA new courses;
- Prepare a press release or press note (for internal or external use) to inform on the new courses and the Info days;
- Prepare and print communication materials (flyer, posters, etc.) to be distributed among university community and outside (if the event is open for people outside the university you could also distribute visibility materials to other schools, libraries, internet points, cultural places, etc.).
- If you want to use the videos created for the info days to give visibility to the event (before the event) please let A Sud know in order to share the materials with you asap.
- In order to assess the promotion/visibility gave to the Info Day, after the event a monitoring visibility form has to be prepared by the responsible and sent to A Sud/Sapienza with following information:

Monitoring visibility of Info Days Form*				
(to be completed by the Responsible of the Info Day and sent back to A Sud/Sapienza after the event)				
Date	Kind of activities and channels used (social media, project representation in other context, websites,etc)	Brief description	Targeted audience & estimated n° of people, specify local, national, EU levels reached (including social media data analytics)	Associated documents to be attached (photo, flyers, screenshot of posts and data analytics for social media dissemination)
<i>Es. - Two weeks before the event (from 2 to 15 November)</i>	<i>Es. - 1 Video realized for the info days used to promote the event - Social media diffusion - Printed posters and flyers .. - Promoted Info Day in the University newsletter/journal - Promotion of Info Day in other University events</i>	<i>Es. - Video on the theme xx produced by xx were sent in the mailing list and social media of Uni to promote the info day - xx flyers were printed and shared through students</i>	<i>Es. - students (100, all students enrolled in the first year of BA) - entrepreneurs (sent info to entrepreneurs network of the university)</i>	<i>Es - Pictures of the event - Posts of the event on the FB page of the Uni</i>

SPEAKERS:

- Define themes to be addressed in the event and key speakers to be invited (external or internal);

³ For more information see pag. 63, section WP7, of reference project document “detailed_project_description_en EAC/A03/2018”



- Invite speakers to participate briefing them about aim of DALILA new courses and objectives of Info Days;
- In case you want to connect with the coordinator of DALILA (Sapienza), WP1 leader (UCA) or responsible for Info Days (A Sud) make sure to inform the person on time and test the connection, platform and devices to be used for the connection.

VIDEOS:

- The use of info days videos (at least some of them) is compulsory;
- Some ideas of how you can use the videos produced for the Info Days: You can use the videos during the event, alternating them with speakers interventions; you could use the videos in your university social media or emails/WhatsApp network to promote the Info Day few days or weeks before the event or also make them available on your website and social media after the event.
- List of video themes and duration (as per 30th of October):

Title/main argument	Speaker/s	Duration (min)
Introductory video on DALILA objectives, DALILA new courses and Info Days videos + presentation of partners	Katuscia Cipri, Sapienza (It)	10:00
“Climate change and climate justice” , overview on global context, CC causes and impacts and climate justice movements	Cecilia Erba, A Sud (It)	06:53
“Energy consumption and the transition toward a new energy model” global overview on energy and renewable energy	Jose Antonio Clavijo Blanco, UCA (Sp)	07:26
“Sustainable business model for renewable energy” on the concept of sust. business models and green models with interview with CEO of Sahara Ventures	J.Leal, INOMA (Sp) & J.Mtambalike, Sahara Ventures	09:43
“Green and inclusive - toward a Purple economy” on gender equity in the green revolution	Giulia Zacchia & M. Corsi, Sapienza (It)	08:26
“The Startup Ecosystem in Tanzania” , General Overview on Tanzania Startup Ecosystem	Jumanne Mtambalike, Sahara ventures (Tz)	06:02
“Green Business - Cases from Tanzania” , same cases of Green Business in Tanzania	Jumanne Mtambalike, Sahara ventures (Tz)	06:12
VIDEO UNDER PREPARATION: “Renewable energies in Uganda” , interview with general overview on renewable energy in Uganda	UCU + Interviewer from the Ministry of energy of Uganda	TBC
VIDEO UNDER PREPARATION: “Renewable Energy case in Uganda: Solar Now” , case of enterprise using/producing solar energy	UCU + Interviewer from Solar energy	TBC
VIDEO TO BE PREPARED Inspiring stories: Circular Economy experiences in Uganda	UMU + local case	TBC
VIDEO TO BE PREPARED Inspiring stories: Circular Economy experiences in Tanzania/Zanzibar	SUZA + local cases	TBC
TWO VIDEOS TO BE PREPARED 1) Renewable Energy in Tanzania; 2) Inspiring stories: Renewable energy experiences in Tz	UDOM + local cases	TBC

IMPACTS’ EVALUATION SURVEY:

- For evaluating the benefits of the Info-day on the participants, two survey online have been prepared;
- The first survey is included in the Online Registration Form in order to invite participants who register to complete it before the event(s) and aims at testing the level of awareness of participants in DALILA topics and the interest in the activities, before receiving information on it;
- The second survey should be given to participants at the end of the Info Day, ideally before the end of the event in order to be sure that is filled in, aims at testing the change in the interest and awareness of the participants after their involvement in the Info-day events
- Please find below the link to the opening and closure survey prepared by Sapienza and A Sud:



University	Type	Link to the survey
UMU	Opening Survey included in section 4 of the Online Registration Form	https://forms.gle/6BQnxhZjnD7aBEHb8
	Closure Survey	https://forms.gle/L9whc9KbJJN3BRDo7
UCU	Opening Survey included in section 4 of the Online Registration Form	https://forms.gle/DVwco7BeKDp5YJ2W8
	Closure Survey	https://forms.gle/HVSH6bhEhpBjcEin7
SUZA	Opening Survey included in section 4 of the Online Registration Form	https://forms.gle/36orQv4tHuYsXftf8
	Closure Survey	https://forms.gle/rhGN8cjdxdwZ5UAdA
UDOM	Opening Survey included in section 4 of the Online Registration Form	https://forms.gle/DfiZGJKVkoUEEaYW8
	Closure Survey	https://forms.gle/dfeMJ6fADhz8ww2a7



Check list:

Before the event:

- Define speakers and key themes (including how to make use of videos produced)
- Identify venue, time
- Prepare, print and diffuse promotion materials (with info for in-presence + remotely connected particip. and registration link/QR code) and share with project leader Sapienza and A Sud
- Promote the info day internally: in the university webpage and social media dedicated to DALILA
- Promote the info day externally: media, libraries, enterprises networks and other interested stakeholders
- Disseminate Online Registration Form (using link to the form shared above and/or QR code)
- Prepare printed registration forms for participants, in case Online Registration form cannot be used
- Prepare agenda of the event
- Make sure to have and to test cameras, laptops, screens, projectors and all essential devices
- Make sure to have a good internet connection in the venue of the event for remote speakers' connections
- If more languages will be used, make sure to have speakers/materials in both languages or an interpreter
- Inform Sapienza (or any other European partner) if their participation is foreseen

During the event:

- Register participants (es. Registration at the arrival or attendees' sheet to be signed. Include the email in the list of participants' data)
- Before starting the activities, invite all the participants to complete the online opening survey
- Take pictures and create evidence of the event (videos, post on FB, twitter or other social media)
- Promote the info day though social media during the event
- At the end of the Info-day, invite participant to complete the online closure survey

After the event:

- Share on social media videos, pictures, material produced (if any)
- Update your university website with evidence of the event
- Share all materials created with Sapienza in order to update DALILA website with news
- Complete the Monitoring visibility of Info days form and send to A Sud and Sapienza