



**Checklist for planning an 'Encounter Day'**  
*online/on site in schools*

Period	Checklist	Check
<b>Before the Event</b>	Determine the topic of the term with all teachers	<input type="checkbox"/>
	Design a common procedure for the conduct of local courses	<input type="checkbox"/>
	Determine the dates and duration for the Encounter Day	<input type="checkbox"/>
	Finalize the division of tasks for Encounter Day and distribute the tasks	<input type="checkbox"/>
	Schedule a venue for an in-person event or online meeting link for an online event.	<input type="checkbox"/>
	(for in-person event) Provide the necessary educational materials, both digital and real	<input type="checkbox"/>
	(for online event) Make sure students know how to use digital meeting tool	<input type="checkbox"/>
	Create lists for mixed-subject small groups	<input type="checkbox"/>
	Decide which warm-up and social games will be used for with teachers.	<input type="checkbox"/>
	Make sure the students are ready for the encounter day with posters, presentations or other materials	<input type="checkbox"/>
	Make a planning for the coffee and lunch breaks	<input type="checkbox"/>
	Finalize the local courses	<input type="checkbox"/>
	Arrange a moderator among teachers for each group for encounter day	<input type="checkbox"/>
	Create the final schedule of the Encounter day	<input type="checkbox"/>
	Set up and prepare the venue / online meeting with all necessary tools	<input type="checkbox"/>
Inform all teachers and student about the final schedule	<input type="checkbox"/>	
<b>During the Event</b>	Provide technical support in case of any technical difficulties	<input type="checkbox"/>
	Start the Encounter Day with an introduction part	<input type="checkbox"/>
	Ask students and moderators to go to their groups for phases 2-3 and 4	<input type="checkbox"/>
	Moderators lead students for warm-up&social games	<input type="checkbox"/>
	Moderators lead students for group presentation for phase 2-3	<input type="checkbox"/>
	Moderators lead students for reflection for phase 4	<input type="checkbox"/>
	Follow the steps in 'Guidance for Teachers' during the event for each phase	<input type="checkbox"/>
	Make sure the groups follow the schedule throughout the event	<input type="checkbox"/>
	Support students with their activities (if necessary)	<input type="checkbox"/>
Support teachers with their moderation duty (if necessary)	<input type="checkbox"/>	
<b>After the Event</b>	Set a meeting with teachers for the evaluation of the encounter day	<input type="checkbox"/>
	Collect reflections from the teachers	<input type="checkbox"/>
	Bring together students in a reflection session	<input type="checkbox"/>
	Collect reflection of the students via a questionnaire or interactive setting	<input type="checkbox"/>
	Make a preliminary plan with teachers and students for a next 'Encounter Day' (if applicable)	<input type="checkbox"/>

