

ORGANISER'S HANDBOOK

What is this?

This document is supposed to guide all the organisers on the activities of our Autumn Course, detailing everything that needs to be done on a by-day basis.

General Information

- The course is **IN ENGLISH! Do not have conversations in Portuguese next to participants.**
- **If you are upset and stressed try not to show it in front of the participants,** even if you talk in Portuguese. If you want to meltdown, do it in your room. Ask for a hug!
- There will be a meeting everyday (after the dinner and clean-up) where we will discuss what went good or bad during that day, name **The Pivot** for the next day and review this handbook so everyone is up to date.
- **The Pivot** will be responsible to help the other teams in what is needed. If any team is in need of assistance the Pivot should help them unless he is doing his team's tasks. **The Pivot must be present during the whole day.**
- ***If you cannot do a task that was assigned to you, please try to switch with someone and inform the MO***
- Each team has a designated Team Responsible (TR), they are:
 - American Dad: Margarida Vale (VPHR)
 - Family Guy: Miguel G. Oliveira (President)
 - Futurama: André Jerónimo (Secretary)
 - Simpsons: Maria Oliveira (MKT Coordinator)
- If they are not going to be available, the previous day they should communicate that to their team during the organisers meeting and choose a temporary TR.
- When you have nothing to do try to mingle and socialize with the participants, they will appreciate it and so will you! Try not to talk to the same people every day, involve everyone!

Tasks

- You will be placed in a team with other organisers and you'll do your tasks as a team, rotating the type of tasks among all the teams every day. The main tasks each day are **Wake up and Breakfast, Lunch, Dinner** and finally **Party**.
- The cooking teams should coordinate with Margarida Vale (963 004 670) for the meals and for the coffee-breaks.
- The Party team has to coordinate with the Party Responsibles **Ana Candeias (967 568 425)** and **Rafaela Sá (918 446 961)**.
- The teams that also have assigned a Cultural task have to coordinate with Ana Malta (910 344 520) to handle all the transportation and the Cultural Responsibles **Ana Raquel (914 277 396)** and **Ana Vasconcelos (932 133 717)** for the cultural activities.

Cooking

- The cooking teams should cook the meal AND clean after. They are also responsible for the coffee-breaks. **Breakfast -> Morning coffee break; Lunch -> Afternoon Coffee Break. There will be some exceptions.**
- **Everyone knows how to cook!** Even if it's just chopping meat your help is valuable to your team!
- There will be **no Wake up** call for the breakfast! The participants must wake up by themselves if they want to eat breakfast. Everyday one (max two) people of the Breakfast team will do a wake up call for all of the participants **at 8h30** before the end of the breakfast time. The Breakfast teams should play the **Yodelling - Franzl Lang** inside of every participant's apartments (**1st Left, 2nd Left and 3rd Left**).
- It's the **breakfast team's** responsibility to make sure the participants go to class! **Two organisers of this team should accompany them to class! These organisers must leave the dorms at 09h10 with the participants that are ready.**
- **At lunch time**, the participants will come from and go to classes by car.
- There will be cooking recipes available so we all know what to do.
- Food restrictions:
 - **Miguel Guimarães Oliveira and Rita Sardão - Cow Milk**

Party

- The Party team is responsible for working the bar on private parties, setting up the decorations, making the sangria and organizing drinking games, with sangria, before the party. **These games will be done in Parque Euro (football field).**
- They will also have to clean up after everyone has left. It is extremely important that you are (sorta ;D) sober at the end of the party so you can clean up, but **don't forget to have fun.**
 - The floors must be washed with bleach and the private party space must be aired out properly.
 - A car must go to the private party place every night to bring back everything, the space must be empty by the end of the night!
- The team responsible must save the money during the night and give it to the President, Miguel Guimarães Oliveira, the next day.
- During the course **you are representing BEST Aveiro** with your actions. Keep that in mind during the public parties and don't get (too) wild. ;)
- If any serious problem happens to come up that you cannot solve **contact the MO or the President.**
- The pre-party will be assured by the co-organisers Eleanora and Jiri.
- At the same time as the pre-party there will always be the **organisers meeting.**

Shopping

- **If there is the need to buy anything contact the treasurer first,** second if you do not have the BEST card available you can pay with your own money but always ask for the receipt (Associação BEST Aveiro, NIF: 509 513 212) for you to have the money back, as soon as possible, and give the receipt to Filipe (treasurer).

Friday, 1st of September

CHECK IN	G2K GAMES	DINNER	PARTY
Family Guy		Futurama	Simpsons
Margarida	Jorge Silva	Jerónimo	Maria Oliveira
Ricardo Felgueiras	Rafaela	Jiri	Migueeel
Candeias	Ana Candeias	Ana Raquel	Jorge
Valente		Adriana	Vasconcelos
Diego		Joana F	Rui Zé
		Milheiro	Lígia

Get to know games: all during the day

It is very important that the participants do not feel alone on their first moments in Aveiro! Ask them if they want to rest but if you see them hanging around go talk to them and organize get to know games. You have several Get 2 Know games in the course's app.

Family Guy

Check in: 14h00 - 20h00

Jorge will be doing the check in, team American Dad will make sure the participants talk to him and receive:

- Their welcome pack;
- Room key;
- Term of responsibility signed according to their identification card.

This team will also be responsible for:

- Helping the participants get to their room (help them with their bags, be a gentleman!);
- Asking the participants if they need to store anything in the fridge (for IE);
- Inform them about informal presentation of the course;

- Fill the spreadsheet with information for International Evening (which ingredients and utensils they need and how much time they need to cook) and explain them that they need to pay the ingredients to Participants Responsible.

Informal presentation: 18h00 - 19h00 (Margarida and Ana Malta)

Ana Malta and Margarida will do a small informal presentation for all the participants where the rules, the schedule and other details will be explained. Team American Dad only needs to worry with informing the participants, during check in, and getting them together on the 1E apartment.

Futurama

Dinner (Autocarro Bar): 15h00- 22h00

You will be responsible for Barbecue - *see Food Handbook for details.*

You should season the meat 5 hours (at 15h00) before the dinner. When the team arrives to Autocarro Bar they should ask for **100 drink cards** (Try to talk to the bartender John Mendes - if you need ask Social Responsible for his phone number). You should ask Filipe Silva **24€** to **pay 6 drinking cards**. They will have a small paper that they should deliver to the bartender to have a free drink.

You should start preparing dinner around 18h00.

Simpsons

Party (Autocarro Bar): 22h00 - 04h00

After the informal presentation, **two organisers from party team** should accompany the participants to the Autocarro Bar and remember them to take the blue ticket for a free drink that was provided in the Welcome Pack. All the organisers should go with them.

The drink cards need to **be sold by 2 or 3 organisers (4€ per each card)** from the party team and the **money must be given to the Team Responsible**.

The team, especially the organiser with the money must stay at Autocarro Bar until 04h00 and deliver the money and the unsold drinking cards.

FR PaP

Miguelão must go to Mercado de Santiago at 11h30 to pick up fruit. Entering Mercado de Santiago from the front door, you should turn left and go to the fruit shop ahead.

Diego and Valente must go to Bella Pizza at 19h00 to pick up pizza and to 5 bicas at 19h10 to pick up bread.

Saturday, 2nd september

BREAKFAST + CULTURAL	LUNCH	DINNER + COFFEE BREAK	PARTY
Family Guy	American Dad	Simpsons	Futurama
Miguel G. Oliveira	Margarida Vale	Maria Oliveira	Jerónimo
Rita Sardão	Ricardo Felgueiras	Miguel	Jiri
Eleonora	Candeias	Jorge	Ana Raquel
Maria Brandão	Valente	Vasconcelos	Joana F
Rafaela	Diego	Luís	Milheiro
Bogdan	Filipe Silva	Rui Zé	

There will be an organisers meeting at 22h00. You should ensure you are free from your responsibilities and ready to start the meeting at time!

Family Guy

Breakfast: 07h30 – 10h00

Start preparing breakfast at 7h30 to serve at 8h00. You should prepare the coffee-break for cultural activities and give it to the participants (*see Coffee Breaks list*). The Cultural Responsible and 2 organisers of the breakfast team should accompany the participants during the city rally and the workshop. The team leader should choose the two organisers.

Preparing dishes for IE 17h00 - 20h00

You should distribute food and utensils for the kitchens available, according to the schedule planned by Logistics Responsible for the IE preparations and supervise the cooking. You should put all dishes together and identify them (with country).

American Dad

Lunch 11h00-15h00

Russian Salad (see Food Handbook). The lunch will be served at 13h30. After lunch and clean up, this team will have to prepare the chocolate cake for dinner (See *Food Handbook*).

Lunch should be served at 13h30 in the meal room (1st E)

Simpsons

Coffee Break 11h00 - 12h00

Your team should make the coffee-break for the participants during lunch (See coffee break list).

Moliceiro Trip 14h30 - 16h30

The cultural responsables should accompany the participants and the organisers that will take part in the activity. **You must make sure the participants leave the dorms with the coffee break at 14h30!**

Dinner 16h00-22h00

Bifinhos with mushrooms and pasta (see Food Handbook).

You should serve chocolate cake done by lunch team.

Futurama

Party 22h30 - 3h00

The International Evening will be in AFUAv. Prepare the room with the tables and flags for each country. You can prepare the place since 17h00. The participants have to leave the AFUAv until 3h00. The team should clean everything until 3h30 without making noise.

FR PaP

Ricardo Felgueiras must go to 5 bicas at 18h45 and to Europão at 19h00 to pick up bread.

Sunday, 3rd september

BREAKFAST + COFFEE BREAK	LUNCH + COFFEE BREAK	DINNER	PARTY
American Dad	Simpsons	Futurama	Family Guy
Margarida Vale	Maria Oliveira	Jerónimo	Miguel G. Oliveira
Ricardo Felgueiras	Mitó	Jiri	Rita Sardão
Candeias	Jorge	Ana Raquel	Eleonora
Valente	Vasconcelos	Joana F	Maria Brandão
Diego	Luís	Milheiro	Rafaela
Filipe Silva	Jean		Bogdan
	Rui Zé		

There will be an organisers meeting at 22h00. You should ensure you are free from your responsibilities and ready to start the meeting at time!

American Dad

Breakfast: 07h00 – 10h00

Start preparing breakfast at 7h30 to serve at 8h00. You should prepare the coffee-break for cultural activities (beach day) before the breakfast and bring them with you (*see Coffee Breaks list*). This team will also go to the beach and ensure the coffee break for the participants. The transportation will be organised according to the following plan and this team should rush people to the cars:

- Bohdan with 4 participants;
- Diego with 4 participants;
- André Jerónimo with 4 participants;
- Filipe Silva with 4 participants;
- Ricardo Felgueiras with 4 participants;
- Rafaela Reis with 2 participants and the cultural responsables;
- Ana Malta with 4 organisers;

- Miguel G. Oliveira with 1 organiser;
- Milheiro with 4 organisers.

Simpsons

Lunch 10h00-15h00

Maria Oliveira, Jean, Miguel Oliveira, Rui Zé and Jorge will stay in the dorms to prepare lunch.

Febras no pão com batatas fritas de pacote (see Food Handbook for details).

The lunch team **must stay in Aveiro** to prepare the **lunch** and the **afternoon coffee break!!** You should be **at 13h00 in Barra**. Maria will get this team from Aveiro to Barra with the food.

Coffee break 17h00-17h30

Return Home 19h00

Futurama

This team should ensure that the cultural materials are taken to the beach (coordinate with cultural responsables).

Dinner 16h00-22h00

This team have to return home at 17h00 in the Jeronimo's car with Jiri, Ana Raquel, Joana F. and Jiri.

Bean Soup (See Food Handbook for details)

Bifanas with pasta (See Food Handbook for details)

American Dad

Party (8os Party): 21h30 - 04h00

During the dinner, the team must tell the participants and organisers that they must bring their nametags.

Sangria: 21h30 - 22h00

This team must make the sangria (40L) used for the pre-party and take it to the parque Euro.

The team must also guarantee that the participants get to the correct place (Bodegas Bar) after.

FR PaP

Maria Oliveira must go to LitoralPan at 22h00 to pick up bread and/or cakes.

Monday, 4th of September

BREAKFAST + COFFEE BREAK	LUNCH + CB + CULTURAL	DINNER + OPENING SESSION	PARTY
Simpsons	Futurama	Family Guy	American Dad
Maria Oliveira	Jerónimo	Miguel G. Oliveira	Margarida Vale
Migueeel	Jiri	Rita Sardão	Ricardo Felgueiras
Jorge	Ana Raquel	Eleonora	Candeias
Vasconcelos	Adriana	Maria Brandão	Valente
Luís	Catarina Brás	Rafaela	Diego
	Dinis	Bogdan	Francisca
			Filipe Silva

There will be an organisers meeting at 22h00. You should ensure you are free from your responsibilities and ready to start the meeting at time!

Simpsons

Breakfast: 7h30 – 9h00

Start preparing breakfast at 7h30 to serve at 8h00. You should prepare the coffee break and take it to the university (See coffee break list).

Coffee break: 11h30 - 12h00

It has to be prepared before 11h30 by the team! It will be placed in the space in front of the Sala dos Atos Académicos, where the opening session will be held.

Jelly 16h00 - 17h00

You should make jelly for the next day lunch!

Futurama

Lunch 11h30-15h30

Tuna, egg and black-eyed peas' salad (See food handbook details).

Lunch should be served at 13h00 in the meal room (1st E).

After cooking and cleaning, the team must prepare the coffee break and deliver it to **Meliá garden**, where the picnic will be held. The picnic starts at 17h30. This team has to support cultural responsables in the organisation of the traditional portuguese games.

You also have to take the cultural materials for the traditional portuguese (coordinate with Cultural Responsibles).

At 19h00, this team should clean the picnic and return to the dorms.

Family Guy

Opening Session + Introduction to the Topic: 9h15-13h00

Two elements of the team should get to the rectorate and make sure that everything is prepared (tablecloth, a computer, BEST roll up, pointer, beamer, microphone, waters, banner, identification of the guests and so on). This team needs to make sure everyone gets to the opening session. **The team should leave at maximum 9h20 with the participants that are ready.**

Before the coffee break, the team must take the participants outside the rectorate for the official photo. After that, you should put the canvas in the catacumbas.

Dinner 16h00-22h00

Vegetable soup

Valencian rice (See the food handbook for more details).

American Dad

Cantus (AFUAv): 17h00 - 03h30

This team must get to AFUAv at 17h00 to organise the tables, chairs and drinks.

The participants have to leave the place until 2h30. The team should clean everything until 3h30. The floor needs to be cleaned with bleach and all the tables cleaned.

Social Responsibles should accompany the participants and organisers to Praça.

FR PaP

Jerónimo must go to Doce Aveiro at 10h00 to pick up bread and/or cakes.

Catarina Brás must go to Rainha at 21h15 to pick up bread and/or cakes.

Tuesday, 5th of September

BREAKFAST + CB	LUNCH + CB	DINNER	PARTY
Futurama	Family Guy	American Dad	Simpsons
Jerónimo	Miguel G. Oliveira	Margarida Vale	Maria Oliveira
Jiri	Rita Sardão	Ricardo Felgueiras	Miguel
Ana Raquel	Eleonora	Candeias	Jorge
Adriana	Maria Brandão	Valente	Vasconcelos
Catarina Brás	Rafaela	Diego	Luís
Dinis		Francisca	Lígia
		Filipe Silva	Rui Zé

There will be an organisers meeting at 22h00. You should ensure you are free from your responsibilities and ready to start the meeting at time!

Futurama

Breakfast: 7h30 – 9h15

Start preparing breakfast at 7h30 to serve at 8h00. After breakfast two organisers of this team should accompany the participants to the classes in **DETI**, classroom **xx.xx**. The team should leave at maximum 9h20 with the participants that are ready.

Coffee break 11h30-12h00

The coffee break must be prepared and will be in classroom **xx.xx** (DETI) at 11h30.

Family Guy

Lunch 10h30 -15h00

Pasta Bolognese and Jelly (See Food Handbook for details).

Lunch should be served at 13h30 in the meal room (1st E).

Coffee break 15h30-17h30

The coffee break must be prepared and be in classroom **xx.xx** (DETI) at 16h30.

American Dad

Dinner 16h00-22h00

Canja de Galinha, Codfish à Brás and Leite Creme (See Food Handbook for details). You should start making Leite Creme at 16h00.

Simpsons

Karaoke (Maravilhas): 21h30 - 04h00

During the dinner, the team must tell the participants and organisers that they must bring their nametags.

This team must guarantee that the participants get to the correct place (Bar Maravilhas).

FR PaP

Jerónimo must go to Frutilândia I at 19h00 to pick up fruit and at Trincana at 19h30 to pick up bread and/or cakes.

Wednesday, 6th of September

BREAKFAST + COFFEE BREAK	LUNCH + COFFEE BREAK	DINNER	PARTY
Family Guy	American Dad	Simpsons	Futurama
Miguel G. Oliveira	Margarida Vale	Maria Oliveira	Jerónimo
Rita Sardão	Ricardo Felgueiras	Migueeel	Jiri
Eleonora	Candeias	Jorge	Ana Raquel
Maria Brandão	Valente	Vasconcelos	Adriana
Rafaela	Diego	Lígia	Catarina Brás
Bogdan	Francisca	Rui Zé	Joana F.
Carlos			Dinis

There will be an organisers meeting at 22h00. You should ensure you are free from your responsibilities and ready to start the meeting at time!

Family Guy

Breakfast: 7h30 – 9h15

Start preparing breakfast at 7h30 to serve at 8h00. After breakfast two organisers of this team should accompany the participants to the classes in **DETI**, classroom **xx.xx**. The team should leave at maximum 9h20 with the participants that are ready.

Coffee break 11h30-12h00

The coffee break must be prepared and will be in classroom **xx.xx** (**DETI**) at 11h30.

Jelly 16h00 - 17h00

You should make jelly for the next day lunch!

American Dad

Lunch 10h30 -15h00

Fish's pasta and coconut cake (See Food Handbook for details). You should start making Coconut cake at 11h00.

Lunch should be served at 13h30 in the meal room (1st E).

Coffee break 15h30-17h30

The coffee break must be prepared and be in classroom **xx.xx** (**DETI**) at 16h30.

Simpsons

Dinner 16h00-22h00

Couve coração soup and bifanas with rice (See Food Handbook for more details).

You should save a little bit of food for Luís Castro.

Futurama

Pub Crawling: 21h30 - 04h00

4 members of the team have to prepare the two stages (one in Fonte Nova and other in Ponte do Laço). If there are people that will not participate, the members of the team can switch with them.

During the dinner, the team must tell the participants and organisers that they must bring their nametags.

After Pub Crawling, you should ensure that people go to the bar.

FR PaP

Catarina Brás must go to Gavião at 15h00 to pick up chicken meat.

Diego and Rita Sardão must go to Monte Alentejano at 18h00 to pick up some meals.

Thursday, 7th of September

BREAKFAST + COFFEE BREAK	LUNCH + COFFEE BREAK	DINNER	PARTY
Simpsons	Futurama	Family Guy	American Dad
Maria Oliveira	Jerónimo	Miguel G. Oliveira	Margarida Vale
Migueeel	Jiri	Rita Sardão	Ricardo Felgueiras
Jorge	Ana Raquel	Eleonora	Candeias
Vasconcelos	Adriana	Maria Brandão	Valente
Luís	Catarina Brás	Rafaela	Diego
	Dinis	Bogdan	Francisca
		Carlos	Filipe Silva

There will be an organisers meeting at 22h00. You should ensure you are free from your responsibilities and ready to start the meeting at time!

Simpsons

Breakfast: 7h30 – 9h15

Start preparing breakfast at 7h30 to serve at 8h00. After breakfast two organisers of this team should accompany the participants to the classes in **DETI**, classroom **xx.xx**. The team should leave at maximum 9h20 with the participants that are ready.

Coffee break 11h30-12h00

The coffee break must be prepared and will be in classroom **xx.xx** (**DETI**) at 11h30.

Futurama

Lunch 10h30 -15h00

Rice and meat Pie (See Food Handbook for more details).

Lunch should be served at 13h30 in the meal room (1st E).

Coffee break 15h30-17h30

The coffee break must be prepared and be in classroom **xx.xx** (**DETI**) at 16h30.

Family Guy

Dinner 16h00-22h00

Leek soup and Codfish à Gomes Sá (See Food Handbook for more details).

American Dad

Movie Night: 21h30 - 02h00

This team is responsible for making sangria (10L) and organising the room in the dorms (coordinate with the Social Responsibles). You also have to make some popcorn.

Friday, 8th of September

BREAKFAST	LUNCH + CLOSING SESSION	DINNER	PARTY
Futurama	Simpsons	American Dad	Family Guy
Jerónimo	Maria Oliveira	Margarida Vale	Miguel G. Oliveira
Jiri	Migueel	Ricardo Felgueiras	Rita Sardão
Ana Raquel	Jorge	Candeias	Eleonora
Adriana	Vasconcelos	Valente	Maria Brandão
Catarina Brás	Luís	Diego	Rafaela
Dinis	Jean	Francisca	Bogdan
		Filipe Silva	Carlos

There will be an organisers meeting at 22h00. You should ensure you are free from your responsibilities and ready to start the meeting at time!

Futurama

Breakfast: 7h30 – 9h15

Start preparing breakfast at 7h30 to serve at 8h00. After breakfast two organisers of this team should accompany the participants to the classes in **DETI**, classroom **xx.xx**. The team should leave at maximum 9h20 with the participants that are ready.

Coffee break 11h30-12h00

The coffee break must be prepared and will be in classroom **xx.xx** (**DETI**) at 11h30.

Simpsons

Lunch 10h30 -15h00

Tuna's pasta (See Food Handbook for details) and Jelly (done in the day before).

Lunch should be served at 13h30 in the meal room (1st E).

Coffee break 15h30-17h30

You should prepare coffee break for networking session (See Coffee Break list).
It will be in Rectorate at **17h00**.

American Dad

Dinner 16h00-22h00

Vegetable Soup and Chicken à Brás (See Food Handbook for more details).

Family Guy

Goodbye Party/Olympics: 18h30 - 03h00

The team must make sure the small slideshow of the BEST course moments is prepared and the prizes for the organisers and participants are prepared.

During this night, it will be organised some olympic games alongside with the Social Responsibles.

You will be responsible for organising the bar dynamics.

Saturday, 9th of September

Breakfast
American Dad
Margarida Vale
Ricardo Felgueiras
Candeias
Valente
Diego
Francisca
Filipe Silva

American Dad

Breakfast 7h30 – 12h00

Prepare the Breakfast to serve from 8h00 until 12h00.

Cleaning Party

Don't leave!! All people should help to clean the dorms according to the cleaning plan.