

Name	Study visits
Methodology	<p>Before the Event:</p> <ul style="list-style-type: none"> • Define the aim and general concept of the study visit • Identify institutions, organisations or sites to be visited • Find and arrange accommodation • Identify and secure speakers, guides or moderators • Get to learn background and aspiration of the participants • Prepare background documentation and keep participants engaged <p>During the Event:</p> <ul style="list-style-type: none"> • Respect the established calendar, oversee the delivery of activities within the given time-frame • Ensure discipline, respect and tolerance • Make sure everybody have the chance to contribute during knowledge exchange activities and dialogues • Document the entire process (e.g. minute-taking, photography, interviews, encouraging participants to take photos, etc) • Organise a daily wrap-up session (if the event consists on consecutive days)