

EVENTS – DESCRIPTION OF TASKS & SERVICES

This section presents the minimum quality standards and the repartition of responsibilities for the organisation of **Events, Film screenings & debates, workshops Information Points and Transnational events**.

The **tables below** are a summary to be used as a checklist. The full descriptions of the minimum standards are described in the text below each table. To avoid repetition, when a service has already been described in the document, it will be marked with an asterisk (*) in the table for reference.

Events: On site, online or “online +” (note that hybrid events are a mix of services of both onsite event and online event as described in the “Event-type activities” chapter of this document)

Hybrid (onsite + online with umbrella overall management)		
On site event	Online event	Online event +
Overall management	Overall management	Overall management
Social media posts	Social media posts	Social media posts
Invitation management by e-mail and follow-up by e-mail	Invitation management by e-mail and follow-up by e-mail	Invitation management by e-mail and follow-up by e-mail
Venue rental	E-platform	E-platform
Finger food	X	Finger food for 15 pax (for onsite)
coffee break	X	Coffee break for 15 pax (for onsite)
Technical equipment with technician	Technical equipment with technician	Technical equipment with technician
Badges and name plates	X	X
Packing of seminar folders/or uploading documents on electronic formats	X	X
Conference Assistant	X	X