



GOOD PRACTISE GUIDE

Before the project

- 🐦 make sure the team is big enough to make it
- 🐦 make sure everyone is aware of the amount of work to do
- 🐦 make sure everybody is available for the whole time, if not - who will substitute for them
- 🐦 make sure everybody has tasks allocated, if not specific tasks - the area they will work in
- 🐦 find the best way to communicate and resolve conflicts
- 🐦 find out if there are going to be students interested in participating in the project
- 🐦 make sure all the documents, official approvals, and materials are prepared

During the project

- 🐦 allocate time for regular meetings which will keep everyone up-to-date as well as be a space for discussion and problem-solving
- 🐦 keep notes of everything that is happening
- 🐦 keep up with correspondence - you never know when you will need it
- 🐦 prepare some activities to do in case of an unexpected event like a long break, eg. integration game
- 🐦 prepare leaflets with important information, eg. phone numbers, addresses, public transport
- 🐦 if the participants are expected to make notes, provide them with stationery
- 🐦 make sure the lecturers chosen are the ones that are passionate and good at sharing their knowledge



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INTERNATIONAL STUDENT EXCHANGE PROGRAM

At the end of the project

- 📢 make a survey so that the participants can share their opinions
- 📢 discuss with fellow organizers all strong and weak points of the project
- 📢 remember to thank the whole team as well as the participants

Good luck!
Noisy Exchange Team



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