



Manual for the TIG leaders and co-TIG leaders in the ETEN network.

Thank you so much for volunteering to be a TIG leader/co-TIG leader for one of ETEN's many Thematic Interest Groups.

In the following, we will provide you with a manual with an overview of the tasks connected to your position.

Meetings:

The TIG leadership team is encouraged to participate in the following two gatherings:

- Autumn meeting in September/October each year – called ECO/TIG leader meeting. Wednesday/Thursday afternoon – Friday/Saturday afternoon.
- Spring meeting and conference: ECO/TIG leader meeting and General Assembly Wednesday/Thursday. Conference Wednesday/Thursday afternoon – Friday/Saturday evening.

Practical considerations and tasks during the year:

October/November/December:

- TIG page on www.etenjournal.com to be updated and edited throughout the year and especially October/November. Editor can provide the TIG leadership with editing rights and guidance if necessary.
- To get in contact with former TIG participants to inform them about the future conference and to encourage them to make presentations, workshops, papers, activities and sharing good teaching practice.
- Please note, that a central conference theme is decided upon by the host university. The TIGs can introduce a sub-theme if wanted.
- Encourage TIG-gies to subscribe to www.etenjournal.com to get information about ETEN and the future conference.
- Make sure that signed up participants receive a call for papers form as well as a letter/email of acceptance.
- Deadline for call for papers: February 1.

February/March/April:

To be in contact with hosting institution for:

- Receiving participants' lists in time to contact all participants to encourage them to deliver presentations.
- Ensuring that TIG session rooms will meet the requirements specified by TIG leaders as well as having the necessary equipment.

- Arranging cultural and/or school visits and activities.

In contact with participants

- Deliver a preliminary program for the presenters to be confirmed and accepted.
- Send out the final programme to TIG-gies when ready.
- Always contact participants in groups as BCC (Blind Carbon Copy). TIG leadership is encouraged to respect GDPR data protection laws.

Considerations for the TIG programme:

- Plan a school visit or a cultural visit during the TIG sessions.
- To plan a 'TIG mingle' with another TIG leadership team where TIGs join forces for parts of the programme.
- First evening (Wednesday or Thursday) at the conference is 'TIG-evening'. The TIG leaderships are encouraged to book seats for dinner, if possible, with their TIG-participants following the opening ceremony. Second evening is the free evening and last evening is the gala dinner.

During the conference

- At the conference some TIG leaders will experience a need for last minute changes due to late cancellations from participants.
- The TIG leadership will meet all TIG participants during the opening sessions a provided space. An informal *meet and greet* will take place especially for the new TIG participants. This is also a chance for the TIG leadership to check if everyone arrived.
- At the end of April meeting: encourage participants to write posts and articles for etenjournal.com and JETEN and invite the participants for a conversation for future ideas.

Be aware of

- A wish from some possible participants to participate in the conference online and do online presentation. The ETEN board has decided that online/hybrid meetings do not contribute to the spirit of ETEN. If the TIG leadership is approached about this matter, please contact the TIG coordinators of the board.
- Possible TIG leadership changes and elections should be done in collaboration with the TIG coordinators of the board.

Programme for the conference to be planned by the TIG leaders:

First day	Second day
9 - 10.30 TIG sessions	9 - 11.00 TIG sessions
10.30 - 11.00 Coffee/tea break	11.00 Closing ceremony
11.00 - 12.30 TIG sessions	12.00 Lunch
12.30 - 13.30 Lunch	
13.30 - 15.00 TIG-sessions	Hereafter social activities and gala-dinner
15.00 - 15.30 Coffee/tea break	Arranged by the hosting institution
15.30 - 17.00 TIG-sessions	