

Collaborative Economy without Barriers

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Guidelines

How to organize the collaborative economy events with the active support by disabled learners



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Collaborative economy events may have different structures but it is possible to individualize some common steps that will make easier and more effective the organization of your events.

Tips for a successful event

- **Preparation meetings:** organize one or more preparation meetings to have technical briefings with all the people that will be involved in the organization of the event (staff members, volunteers, disabled learners) and collect ideas and suggestions. To insure an active and happy participation of all the people that will be involved in the organizational and practical aspects for the realization of the event, you should involve them from the beginning, from the decisional phase, take in consideration their proposals and discuss to find the better solutions, doing in this way everybody will feel more motivated in working for the best result of the event. The preparation meetings should clarify and build the general structure of the event. Discuss with your team: what are your goals?

Keep these goals in mind as you proceed through the rest of the list.

- **Contact person:** a good first step is to assign a contact person involved with the event. Having a named person coordinating facilities is a good way to encourage potential participants to get in touch to discuss their needs early on.

- **Planning: how will your event look like?**

Every detail should be well planned, starting from the main to the less important.

- **Location:** the location should be accessible and adequate to the number of participants expected and adequate for the typology of collaborative economy event that you are planning.

- **Date and Time:** establish when and at what time. The duration of the event should be clear, especially if the event is addressed also to people with disability that probably need to organize the transport and personal assistance for themselves.

- **Number and target of participants expected.**

- **Speakers and Guests:** who will present the event in all its phases? Will there be any intervention? Will there be any guest?

- **Entertainment:** how do you will entertain the participants? (with live music, theatre sketch, movie, literature) Consider that an appealing entertainment will attract more people to the event, even if they are not really interested in collaborative economy.

- **To organize workshops during the event can be stimulating for those people who like to learn something and to actively participate instead to be mere spectators. (The workshop could be managed also by the disabled learners).**

- **Provide a refreshment:** the participants will like to have the possibility to drink and eat something!

- **Material:** what do we need for the event?



- Program of the event: establish in detail the program of the event, time and duration of speeches and activities.

- Rules: there will be some specific rules to participate to the event? Establish the rules and write down them in the simplest way. Rules should be contained in the information material of the event and should be well explained at the beginning of the event too.

- Give information in braille and sign language.

- Tickets: do people should to buy a ticket to attend the event? If yes, how much one ticket will cost? Where to buy tickets?

- Reception: will a reception point be needed in your event? A reception point can be essential if you have to sail tickets, distribute informational material, deliver items (e.g. in the case of a collaborative economy event with exchange of objects as in a swap-party).

- Evaluation: give to the participants the possibility to express their opinion through an evaluation. Take this evaluation into consideration for the organization of future events.

- **Draft a budget:** how will you pay for your event? Make a budget spreadsheet listing the major cost items: location rental, staff, speakers, meals, signage, audio/visual equipment, printed materials, extra...

Don't forget to include costs for marketing/advertising the event.

- **Responsibility:** establish responsibility of the people involved in the organization and implementation of the event. Who will do what? Divide the tasks!

Find helpers: take care of the people that will join the event. Especially if your event is addressed also to people with disabilities, some people should be available to the participants, giving help to find the place (from the entrance of the building), to take place, to distribute informational materials, to explain the rules and everything else that the people will need.

- **Advertising:** create a videospot, poster and flyers in easy to read and understand language to advertise your event.

Advertise the event in advance! Send invitation (by emails or letters) to city ministry, organizations and institutions. To reach more people you can collaborate with schools and Church. You can also organize some presentation of the event in schools to have a direct contact with the students (in this case a presentation made by young people will be more effective! Involve also disabled learners supported by educators or volunteers).

- Social media: advertise your event through social media. Do it before, during and also after the event to promote and disseminate its results.

- Involve all the media you can reach to promote the event: tv, Radio, Newspaper, online media.

Sharing of tasks and involving disabled learners

As already said, it is important that every person who will be involved in the implementation of the event can participate from the beginning in its planning. However some aspects could be too technical and complicated for some learners with cognitive disability, for this reason the educators should consider if it will be better for them to skip some preparation meetings or some part of them that will be not interesting for them but through group discussions the disabled learners should be stimulated to share their opinions and ideas for the organization of the event. Establish all the necessary roles for the organization and implementation of the event, evaluate in which roles disabled learners can be involved and divide the tasks between them considering their personal inclinations and their abilities. Instruct them on how to properly perform their task using a simple language and using informal learning methods: roleplay can be very effective! Give to the learners the needed time to experience and to become more confident with their roles. Remember that for many people with cognitive disability it is easy to forget what is not often practised, so do not let much time pass between learning and the effective implementation of it.

Below some possible roles that may be covered by disabled learners, with the appropriate preparation and support of educators and volunteers, in the organization of a collaborative economy event:

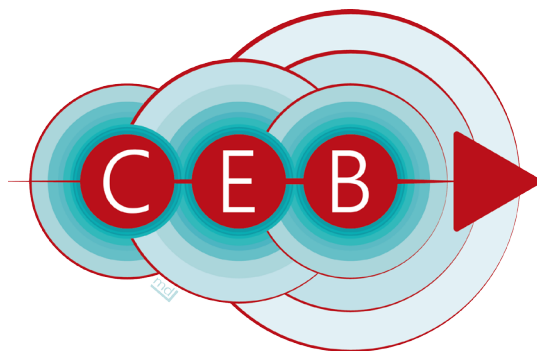
- Realization of the advertising material (poster, depliant, videospot). The initial phase of this activity can involve the whole group of learners, educators can open a group discussion aimed to share ideas for the creation of the advertising material.
- Advertising of the event through social media.
- Presentation of the event in schools and institutions.
- Disabled learners can be the best resource to find and test accessible places for everybody as location for the event.
- Preparation of the location for the event and the needed materials.
- Co-presentators.
- Responsibles/helpers for the refreshment.
- Reception staff and hospitality.
- Coordinators of workshops.
- Staff for the specific typology of collaborative economy event (selling, exchanging, sharing).



This guideline was realized during the Joint-short term staff training event: Mutual learning for the best support. The training event was held in Palermo on 04.02.2020 -08.02.2020. The guideline aims to support the work of educators and social workers in guiding the adult learners with disability in participating to collaborative economy. It is a product of the Project Collaborative Economy without Barriers – CEB, a Strategic Partnership for the exchange of good practices in the field of adult education, Co-funded by the Erasmus+ Programme of the European Union.

All the guidelines realized during the Project Collaborative Economy without Barriers – CEB and informations about the project and its activities are published in the following web-site: <https://partnershipceb.blogspot.com>

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