

**intercultural
meetings,
online.**

IMO

Introduction

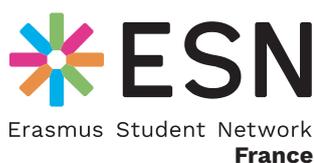
Aligning on the digitalisation of the Erasmus+ program, online activities have multiplied for several years. With the increase of online activities, came along the way difficulties for us, youth and student associations, when organising them. Indeed, it can be difficult to engage participants, to deal with technical difficulties, to motivate volunteers to organise the activities etc.

On the other hand, most of the activities usually set up to facilitate meetings between local and international young people around intercultural and linguistic themes or even European citizenship are usually carried out face-to-face. We, as youth and student associations carrying out this type of activities, have severely been weakened by the current situation as we were forced to transform our activities into online ones. We did not always have the technical, human and financial resources to combat the crisis and ensure continuity in our actions. Existing needs and difficulties have therefore been reinforced with the pandemic.

Even though it has been complicated, online activities have nevertheless revealed their perks and opportunities. Digitisation wasn't prioritized by NGO's, Schools, or other institutions. Now that we have to work online and still get something done, we created many tools, platforms and activities to try making an online-event as special as an offline-event. They can allow us to be even more creative, to gather easily people living in different cities or countries, to diversify the participants (people with disabilities, shy people for whom it can be difficult to come to a face-to-face event etc.), etc. Online activities must be seen as something complementary to face-to-face activities and not specially set to substitute them.

THE PARTNER ORGANISATIONS

The Intercultural Meetings Online project gathers 4 youth associations in order to pool our knowledges and best practises :



ESN France and **ESN Spain** are two national organisations of the Erasmus Student Network (ESN), a network in more than 40 countries and 500 cities, welcoming international students and raising awareness about international mobility among local youth.

Les Jeunes Européens - France is a pro-European organisation wishing to bring together young people from 16 to 35 years old who want to build a more democratic Europe that is closer to the citizens. We campaign for an active European citizenship, especially among young people.

SV-Bildungswerk is a German organisation working with young people to transfer knowledge in a sustainable way. Young people can learn how to prepare and facilitate their own workshops. Our peer-to-peer-approach gives facilitator and participant the opportunity to work together on the same level and learn from each other.

THE PROJECT OUTCOMES

This project aims at supporting youth and student associations in order to continue carrying out quality intercultural activities even online. It will give concrete means to enable us to easily organise and facilitate online activities.

To achieve these objectives, the Intercultural Meetings Online project is creating three tools:

- A pedagogical guide (this one) with online activities frames on the following themes: language learning, intercultural encounter and raising awareness of European citizenship;
- A technical guide with tips on how to use certain digital tools for activities described in the pedagogical guide;
- A communication kit to provide social media contents to make young people want to participate in online activities.

ABOUT THIS GUIDE

In this Guide, we want to specify those activities that strengthen the intercultural and international exchange between young people, so that we are still able to cooperate as European citizens and communicate with each other in a way that we can work together. Our Objective is to simplify and support international and intercultural communication as a whole as well as helping the people in our networks to organize online activities.

For that, we firstly try to show that online activities and formats are nothing to be scared about. It's the way you organize and present it that makes the participants want to listen to you and to learn something about themselves and each other. We picked our favourite offline-activities and turned them into an online format and looked at the online-activities we know, trying to explain why they are so useful for our field of work. This guide is not only for working in time of a pandemic. It is also for making activities, events and projects as inclusive and accessible for everyone, irregardless of their physical and psychological situation, as possible. It is for lowering barriers and including everyone who wants to participate.

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Ten steps to organize a successful online activity



Organising an online activity can sometimes be a challenge that requires a specific preparation. The choice of an online activity can induce several issues (technical problems, lower interactivity, various bugs, etc.), that needs to be anticipated during the preparation. Furthermore, when an activity is originally planned to be face-to-face, the objectives, the course and the animation require some adaptation. Here are a few tips, best practises you should know and the steps to follow so that your activity can be as successful as possible.

2 — KNOW YOUR AUDIENCE

If you already know exactly the audience for which you are organising the activity this will help you to organise it. If not, try to determine a few typical profiles you could have for this event (age, location, gender, interests, profession, hobbies, etc.). Knowing this will help you for everything else about your activity, the content, the timing, the choice of the platform. As much as possible, you should choose a topic that could attract them. If needed, you can send a short survey before the activity in order to gather this information.

3 — CHOOSE A DATE AND TIME

If you want to have enough participants to your activity, you should select carefully its date and time. Try not to set up the event on a date that could be complicated for the participants (during exam period for students, holidays or during the days for professionals). If your event is international, you should also pay attention to the time zones. If you already know your audience you can also directly ask them the best time to organise the activity to set a convenient date for everybody.

1 — DEFINE CLEAR GOALS AND OBJECTIVES

Before you begin to organise anything, take the time to ask yourself why you're holding this activity. This is even more important if the event could take place face-to-face, so what is the point of doing it online?

What do you expect from the activity, what are the specific outcomes? Which knowledge will the participants gain? Why are you doing this event at this specific moment? Who is the event for?

Knowing all of these aspects and where you want to go will help you to get there.

4 — PREPARE A CLEAR FRAMEWORK

Creating a clear frame will both help you to energetically facilitate the activity and prevent participants waiting around. Prepare a clear agenda adapted to your audience, including ice-breaking games and feedback activity at the end. In order to ensure that the facilitation process runs smoothly, remember to include all the links that need to be passed on to the participants and to divide up the different moments to be facilitated. Make sure to integrate in your agenda interactive moments so the audience can feel challenged (quizz, polls, etc.). Finally, don't plan an activity which could be too long for the participants as their attention's period is indeed reduced during online activities.

You will see examples of frames in the section "activities description" of this guide.

5 — CHOOSE THE RIGHT PLATFORM(S)

There are so many virtual platforms that the choice of one of them for your activity can be complicated. If your activity is a simple one, a platform like Zoom or Google meet could be enough, but if you need something more specific you may also need an additional platform/digital tool. In all cases the platform(s)/digital tool(s) should be chosen according to the specifics of your activity, your own technical capabilities (you must be able to be comfortable with the platform) and the habits of your audience (from which device will they attend the activity? Are they used to using it or will they need to download it?). You can check our technical guide to find out the right digital tool(s) for your activity!



6 — PROMOTION, PROMOTION, PROMOTION!

You shouldn't plan the audience coming to you, there are so many online activities possible that you have to make yours attractive. Promote your event in advance using social media or platforms on which your target audience go. Free websites like Canva can help you create an appealing and original communication. Your promotion should include key information about the activity: date, time, platform and what to expect. When the date of your event approaches, make sure to intensify the communication and to send an email reminder to the participants to make sure they don't forget. A last minute reminder/post on your social media can also be an effective way to attract people ("if you don't have any plan for tonight, you can join our ...").



7 — TEST & PREPARE YOURSELF

The preparation is one of the key parts of the process. It will allow you to test the technical aspects of your activity and to anticipate problems that may arise. For example, what will you do if you have a connection problem? Do you have another platform to switch on?. This is also the moment to rehearse the activity with the other facilitators. If you have speakers for your activity, check if they have access to the platform, if they have to download it and if they have everything they need to succeed. This will help you to avoid possible delays. Finally, you should also prepare your team! Make sure to have a clear task distribution so everyone knows what he has to do.

8 — RUN YOUR ONLINE ACTIVITY AND ENJOY!

A few minutes before your activity connect yourself on the platform to make sure everything works correctly and to welcome the first participants. Try to keep your activity as engaging as possible for your audience and to encourage active participation. Don't forget to hit the record for those who couldn't attend and enjoy!

9 — GATHER EVALUATION & FEEDBACK

At the end of the activity, give the opportunity to the participants to tell you what they thought about the activity, what they learned and what could be improved. This can be done directly at the end of the activity or by sending a survey some days after.

10 — TIME TO DEBRIEF

A few days after the event, take the time to gather with your team to analyse your activity, what worked? What didn't work? How could you improve this? How did you feel during the activity? Analyse the feedback and the evaluations and check if the goals that you initially set are achieved or not.

Tips & tricks to facilitate online meetings



Facilitating an online activity is different from facilitating an offline one. You have to adjust to the online environment, its stakes and its specifics. Here are the 8 recommendations to facilitate an online meeting!

ENCOURAGE THE USE OF WEBCAM, YOU WILL (WHEN POSSIBLE)

It is more engaging to see each other so you may encourage the participants to use their webcam, at least when they are speaking.

This isn't mandatory as not everyone has a stable network connection or as the use of several webcams at the same time can create lags for everyone.

ENGAGE THE PARTICIPANTS, YOU WILL

You will have to create engagement amongst the participants to lower the risk of disconnection. This is the most challenging when organising online activities, you must have it in mind when preparing them and while facilitating them. There are several concrete ways to do it:

- A strong and clear voice: even more than during an offline event, having a clear and strong voice is the key to have the participant's attention and to keep them engaged. You have to be energetic and lively.
- Diversified activities: by diversifying the activities, you keep the participants busy and decrease the chance of them doing something else. Many interactive tools can be used.
- Stimulation of the participants: stimulating the participants' senses by creating visual aids (presentations, illustrations, activities on various tools, etc.) or broadcasting audios are helpful to keep the participants on the screen.
- Share the goals of the session at the beginning, it will let the participants focus on the session.
- If the participants' attention is dropping, do not hesitate to do an energizer or to take a break.

ESTABLISH CLEAR RULES, YOU WILL

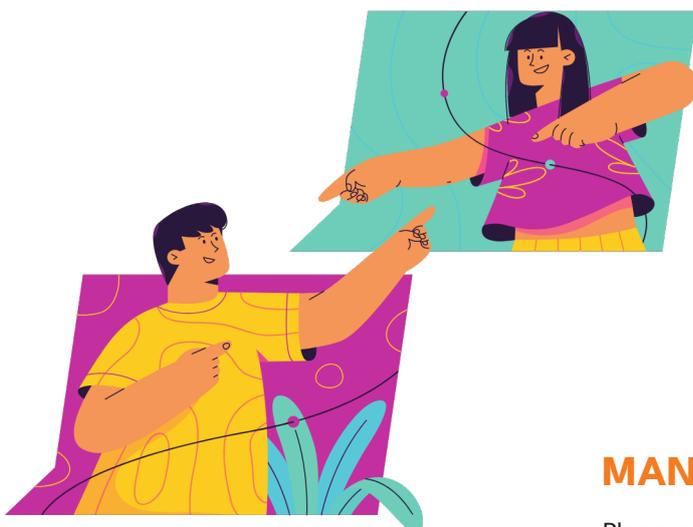
As you would have in an offline event, it is important to have some ground rules during an online one. Clear rules will help you overcome the interaction limitations. It is needed to know how you want to engage with participants as one can not interpret the body language of participants and facilitators. The questions that need to be answered are: How will you know who wants to speak? How can you know that there are any questions? Here are various possibilities :

- Some digital tool have "raise hand" or "Q&A" options;
- You can determine letters that participants will write in the chat if they want to speak. For instance, "H" can mean "hand", "R" "remark", "Q" "question" and so on. By monitoring the chat you will also know the order;
- If it is a smaller group, you may want to decide to not establish rules to ease the discussion;
- If it is a larger session, you can consider limiting the participants' interaction only to the chat. They can ask you questions or make comments through the chat of the digital tool. It is best to read them out loud before you answer so that everyone can know what is written.

CREATE INTERACTION, YOU WILL

Make sure to both interact with the participants and create interaction between the participants during the session. You have to:

- Make sure everybody (can) speak;
- Check that everyone understand the activity or what has been discussed;
- Check that everyone knows how to use the digital tools. (If you have a big group, it's easier to have several volunteers so that one can tackle the technical issues without disturbing the flow of the session);
- Keep the participants on board by guiding the participants through the session (small recaps, announcements of what come next);
- Be flexible: adapt to the needs of your participants (increase the time of discussion if needed, create a break if the focus is lost, reduce the time of an activity etc.).



ENCOUNTER TECHNICAL DIFFICULTIES, YOU WILL

With online events, technical difficulties will happen. You should stay calm, there's nothing you can do about it. Just wait until it clears out. If a problem persists, do not panic. If it is a tool you use for an activity that does not work, see if you can transform your activity by using only your chat or by doing it orally.

When preparing your online event, make sure to have plans B if something does not work as you would like and to include buffer time (lags, time for the participants to open the different tools etc.).

FROM ALL DISTRACTIONS, PARTICIPANTS WILL ABSTAIN

Online facilitation increases the risk of distractions for participants. Since they're mostly at home, it is easier to get distracted and lose its focus, even more if there is no webcam on. To avoid that, you can give some advice at the beginning of the session such as:

- "Close all the windows and apps on your computer that you do not need";
- "Find a place where you know you can stay focused and undistracted";
- "Put away your mobile devices".

It is also important to set breaks -and announce them at the beginning of the session- in order to avoid the digital fatigue, which is one of the main reasons for distractions.

MANAGE THE TIME, YOU WILL

Plan some buffer time to anticipate technical difficulties, delays caused by connection, longer discussions etc. It will help you ensure that you are on time.

When communicating the time participants have for specific activities, make sure to be clear on how much they have. When an activity is coming to an end, remind them how much time they have left. You can also use an online timer that can be shared on screen.

COLLECT FEEDBACK, YOU WILL

At the end of the session, it is important to collect feedback from the participants.

What did they like or not? What could be improved? How did they feel? Did they learn something? etc. These feedbacks will help you improve your activity. You will find several options described in this guide.

break the ice

Ice-breaking activities allow participants to get to know each other, to get into the right frame of mind and to interact with each other outside the thematic context. Online, it is more difficult to create a team spirit. These games can help. They can also be used as an energiser to regain motivation in case of loss of concentration.

WORD CLOUD

Duration: 5 mins

Suggested platform: Mentimeter

Ask a question to the participants (where do you come from, favorite food, place, activity, what do you know about this topic, etc..)
The participants will write their answer on an online platform which will show all the words answered.

WHO IS WHO

Duration: 10 mins

Suggested platforms: Trello, Padlet

Ask participants to prepare 2 to 3 statements, if possible surprising, about their life. For example, "I have run more than 10 marathons," "I hitchhiked across Canada," "I met Lady Gaga," etc. In a Trello board, the facilitator creates one column per participant, plus a "statements" column with one card per statement.

Each participant then chooses a statement (not their own) and has to guess which person it belongs to by moving it to the corresponding column.

Once all the statements have been assigned, each participant reads aloud the ones in his or her column and has to say whether they are correct or not. This will be an opportunity to share the stories behind these unusual facts and generate discussion among all participants.

SCREEN-WORKOUT

Duration: 10 mins

Everyone steps out of their screen until they are not seen anymore. One person who feels the impulse to start, steps into the screen and makes a move or an exercise. Everyone steps into the screen and does the same move. Then you step out of the screen again until another person makes the next move.

This activity requires everyone to be able to turn on their camera!

EVERYONE WHO...

Duration: 10 mins

You start the sentence with «Everyone who...» and name a characteristic and end the sentence with an activity. E.g: «Everyone who likes to sing does jumping-jacks.» Everyone who likes to sing does jumping-jacks, until another person starts a «Everyone who...»
-Sentence with another activity.

WORKOUT FOR THE EYES

Duration: 10 mins

Here are a few exercises on which you can choose as many as you want:

1. Close your eyes and massage the eyelids with the tips of your fingers
2. Move your eyes from the right to the left without moving your head (get faster)
3. Move your eyes from up to down without moving your head (get faster)
4. Combine nr. 2 and 3 (get faster)
5. «Draw» certain letters with your eyes without moving your head (for example S, M, O, Z, U, N, or even your whole name)

Euroquiz

A euroquizz is a great way to discover Europe in many areas (culture, traditions, history, etc...). It can be adapted to all types of public.

OBJECTIVES

Discover Europe and basic knowledge of its history, culture and traditions

PUBLIC

5-30 participants

Can work for all ages (children, teenagers, young adults,...) by adapting the questions

FACILITATION

At least 1 person

PLATFORMS

To host the activity: Zoom, Google Meet or Discord

To help you facilitate the activity: Poll Everywhere, Kahoot

PREPARATION

30 MINUTES

- The facilitator creates the quiz on Kahoot or another free application

COURSE OF THE ACTIVITY

20 MINUTES

- Take 5-10mn at the beginning of the activity to welcome the participants and explain the rules, make sure everyone understands them.
- Give the Kahoot pin code to the participants.
- The facilitator asks the questions and the participants have to find the right answer. Once the answer is given, the facilitator can give additional information if needed.

SAMPLE QUESTIONS

How many member States are there in the EU?

28 27 15

What is the last country to have joined the European Union ?

France Italy Croatia

In which year did Croatia joined the EU?

2002 2018 2013

What is the capital of Germany?

Berlin Munich Cologne

TIPS

- Advise the participants to use the Kahoot on another device from the one with the online meeting, so they can be faster when answering.
- You can also adapt the questions to the participants (age, interests, etc.)

RESOURCES

You can find ideas of questions for the quizz:

- on the civic education website of Les Jeunes Européens - France: <https://www.europeparlesjeunes.fr/les-outils-pedagogiques/>
- on the Learning Corner website of the European Commission: https://learning-corner.learning.europa.eu/learning-corner_en

European blind test

A great activity to make participants discover the 24 official languages of the European Union by hearing the anthems of the Member States or music from the different countries.

OBJECTIVES

Discover the 24 official languages of the European Union

PUBLIC

5-40 participants

Can work for all ages (children, teenagers, young adults,...) by adapting the questions

FACILITATION

At least 1 person

PLATFORMS

To host the activity:

Zoom, Google Meet, GatherTown or Discord

To help you facilitate the activity:

a playlist on Youtube or Spotify

PREPARATION

20 MINUTES

1. Choose the theme of your blindtest depending of your public and the specific goals of your activity
2. Look for a playlist on Youtube or Spotify or create your own playlist if needed

COURSE OF THE ACTIVITY

20 MINUTES

1. Take 5-10mn at the beginning of the activity to welcome the participants and explain the rules, make sure everyone understands them.
2. Have the participants listen to a song (be sure to activate the «sharing my sound» option beforehand).
3. The participants have to guess the language or the country, and they can answer in the chat. The first participant to find the answer win the point (depending on the number of participants, it is possible to do it in teams, the participants can then change their name to indicate their team)

TIPS

- Kahoot can also be used also for this activity. It will give options to participants to make it easier, but requires more preparation on your side (the answers must be in the same order when playing the anthems). On the other hand, it will announce the winner automatically.

RESOURCES

Playlists that you could use:

- Youtube playlist of European anthems
https://www.youtube.com/playlist?list=PLZBZbQ9hs6P_FFMaPw6ruE6rZQMqOwoZB
- Youtube playlist of songs in different european languages
https://www.youtube.com/playlist?list=PLZBZbQ9hs6P8oUymFEDQmv02s_IP4lrHF
- Spotify compilation of European Anthems on Spotify
<https://open.spotify.com/album/3yzklFDIsL6rwClwDpNLNZ>

Moving debate

A moving debate is an interactive activity which allows the participants to express their opinion, it can be used in many ways and be adapted to various public.

OBJECTIVES

Expressing its opinions and feelings about the European Union and debate on it with other participants.

PUBLIC

6-20 participants

Can work for all ages (children, teenagers, young adults,...) by adapting the questions

FACILITATION

1 or 2 people, depending on the number of participants

PLATFORMS

To host the activity:

Zoom, Google Meet, Gathertown or Discord

To facilitate the activity: a

collaborative board such as Scrumblr, Framemo, OpenBoard or Padlet

PREPARATION

10 MINUTES

1. Prepare a list of questions that you would like to ask the participants depending on the topic you have chosen and the specific goals of your activity. The questions should not be open-ended so that participants can position themselves easily.
2. Prepare your collaborative board by editing 3 spaces on it ("I agree", "I disagree" and "I don't know"). You can also draw a line on which participants can position themselves (I rather agree, I completely agree etc.)
3. Make sure that your collaborative board is accessible to everyone with its links. Check the parameters if needed.

COURSE OF THE ACTIVITY

30 MINUTES

1. Take 5-10mn at the beginning of the activity to welcome the participants and explain the rules. Make sure everyone understands them.
2. Participants connect on the board and create a post-it with their name on it.
3. The facilitator then asks a question and participants place themselves on the interactive board depending on their opinion.
4. The facilitator then gives the possibility to participants to explain their position and to discuss with other participants.



SAMPLE QUESTIONS/STATEMENTS

- Do you feel European?
- Do you think it's important that your country stay in the European Union?
- As a European citizen, I can study and travel in another european country
- The European Union is a democracy

European Parliament Simulation

A European Parliament Simulation will allow participants to work in political groups, parliamentary committees and plenary sessions around a given topic.

OBJECTIVES

Discover how the European Parliament works concretely by playing the role of a Member of the European Parliament

PUBLIC

20-50 participants

Minimum 15 years old

FACILITATION

At least 3 people, depending on the number of participants

PLATFORMS

To host the activity:

Zoom, Google Meet, Gathertown or Discord

To facilitate the activity:

Kahoot, Beekast, Mentimeter, Voxvote, Balotilo, Slido

A shared folder

PREPARATION

4 HOURS

1. Choose the thematic of the simulation (depending on your audience : what are they studying, what are their center of interests ? If possible ask directly the teacher or the participants the subject they would like to work on)
2. Choose a European regulation linked to this topic and simplify it (remove the technical words, shorten it to 3,4 pages maximum). You have to make sure that the regulation will be easily understood by participants.
3. Prepare the political groups : The political groups (PG) are formed proportionally to the number of participants, but also according to the current distribution of the European Parliament in order to be more representative of its functioning. In order to make your activity as representative of reality as possible you have to divide the participants into political groups based on those already existing at the EP (add the list of PG). The number of the participants in each PG should be proportional to the real number of deputies in each of them (for example 25% of the deputies are from the European People's Party group so 25% of your participants should also represent this group)
4. Prepare the position paper for each political group (1 or 2 pages) : a position paper should include a short presentation and context of the topic (why is the European Parliament talking about it, what are the main issues ?), as well as the main positions of the group on the regulation (are they rather in favor, against it, do they want to change, add something in particular to it).
5. Prepare the different presentations that will be used during the activity (to help introduce the topic, to present the European institutions,etc.). You can also choose to show some videos if it can help the participants to understand.

TIPS

- Don't give participants more documents than needed, otherwise they can easily feel lost. If possible, you can also send them in advance so the participants have enough time to go through them before the beginning of the activity.
- This is a long activity so make sure to plan enough breaks and energizers in order to maintain your participants's engagement.
- Make sure that roles are efficiently divided among the facilitators. Don't forget to appoint a timekeeper !

RESOURCES

- To help you find regulations and positions of the different political groups you can go on the official website of the European Union: <https://eur-lex.europa.eu/>
- You can find the current distribution of the political groups into the European Parliament on the official website of the European Parliament: <https://www.europarl.europa.eu/about-parliament/en/organisation-and-rules/organisation/political-groups>

Definition of an amendment :

An amendment may seek to alter a part of a text (a motion for a resolution, a draft legislative resolution or a legislative proposal) and hence to delete, add, or substitute words or figures in this text. It has to satisfy certain admissibility criteria

COURSE OF THE ACTIVITY

AT LEAST 3 HOURS

1. Introduction of the activity with all the participants 30mn
You can begin with a short ice-breaking game if the participants don't know each other already. Then, you should present the activity and the main parts of it (cf example of liner for the activity). Depending on the level of knowledge of your participants, make a short presentation of the functioning of the European institutions and most particularly of the European Parliament. Finally, present the topic of the simulation by giving them some elements of context.
2. Work in political groups 30 mn
Now that participants understand what will happen, you can distribute their role and the participants divide themselves into political groups (if some groups are small you can mix it with another group which has more or less the same position). To make it easier, participants should rename themselves so everybody knows their political group. Then, they can go into break rooms and work on the regulation taking into account the position of their group explained on their position paper. Based on these documents they can prepare amendments (to modify a part of the regulation, remove an article, add an article or a sentence). Every political group prepares amendments that they write on a Google document shared by the facilitator so they can access them. If possible, each group is helped by a facilitator for this part.
3. Negotiations (20mn)
Once every political group has been able to prepare some amendments, you should let them have a few minutes to negotiate with the other political groups before the plenary session. This part will allow them to convince the other representatives and to explain their amendments. For this part, the participants have to be able to put themselves into breakrooms.
4. Work into political groups (30mn)
Once they have negotiated with the other groups, each group can gather again into a break room to decide which amendments they want to carry or not (you can put a limit of amendments presented by each group depending on the time that you have). Every amendment should be written on a shared Google document so the facilitator can have access to it.
5. Plenary session (45mn)
Every participant is gathered in the plenary room/main channel, the facilitator shares its screen with the regulation and the amendments on it (the suggestion mode on Google document can be particularly adapted for that time). The political group that has proposed the amendment has 1 minute to explain and defend it, the other political groups can then ask questions or give their opinion on it before voting. You can use one of the proposed applications for the voting procedure (3 choices : for, against, doesn't take part in the vote), the amendment is carried if there is a majority of participants in favor, if not, it is rejected.
The same procedure is repeated with all of the other amendments.

Language café

The “Language Café” is a regular event where local and international young adults can meet and exchange in several languages, either one they practise or one they want to discover.

OBJECTIVES

Encouraging linguistic and intercultural exchanges between local and international young adults.

PUBLIC

10 to 40-50 participants

Local and international young adults

FACILITATION

At least 2 people

Have one volunteer facilitate the activity while another takes care of the technical aspects.

PLATFORMS

To host the activity:
Gathertown or Discord

TIPS

At the end, don't forget to remind the date of the next Language Café.

During a “Languages Café”, the participants are divided into several groups according to the language they want to talk. They exchange on various topics in the language they have selected.

There are various alternatives for the course of it. You can:

- Select a theme for each event so you can focus on precise vocabulary and avoid floating moments (gastronomy/cinema/studies). You can plan that at the end, you can gather again in the plenary and do a roundtable to see how a word is said in the other languages.
- Select a language per week and prepare some material with basic vocabulary.
- Create a list of questions beforehand to be discussed by each group. It can be either serious, philosophic or ice-breaking questions. (Ex: What would be your perfect day ? What is your most amazing journey ? etc.)
- Leave the discussion open if the group knows each other
- Plan some (online) games in the chosen languages (pictionary/skribbl.io ; time's up etc.)
- Ask international students to intervene in the group of their own language
- Or let your imagination run wild!

PREPARATION

60 MINUTES

1. Prepare a discord server, with several channels (one vocal room and one text room) corresponding to the languages. You can re-use the server every time you want to organise a Language Café.
2. Create the questions/the games/ supports you will need to facilitate the activity.
3. Think of an ice-breaker game and a feedback activity

COURSE OF THE ACTIVITY

60-90 MINUTES

4. Welcome the participants in a general channel. You can do an ice-breaker.
5. Explain the rules of the activity(ies) and the time they have for it.
6. Divide the participants in the language channels.
7. Check from time to time if everything is alright in each group.
8. Go back to plenary to wrap up the activity. Collect feedbacks and conclude.

RESOURCES

<https://www.differentiatedteaching.com/interactive-language-arts-games-digital-learning/>

<https://www.edutopia.org/discussion/12-fun-speaking-games-language-learners>

Language tandem

A Language Tandem is an activity where young people from various horizons meet and exchange in order to prepare one's mobility.

OBJECTIVES

Preparing a mobility experience.

Reassuring students on the verge of going.

Encouraging linguistic and intercultural exchanges between local and international young adults.

PUBLIC

10 to 40-50 participants

Local and international young adults

FACILITATION

At least 2 people

PLATFORMS

To host the activity:

Gathertown or Discord

A Language Tandem- Preparation to a mobility is an activity where young people from various horizons meet and exchange in order to prepare one's mobility. It gathers young people wanting to go on mobility and people that already went or are from the countries of interest.

It is organised a little bit like a Language Café.

During a "Languages Tandem - Preparation to a mobility", the participants are divided into several tandem or groups according to the country either they are interested to go to/they know they are going or they are/went on mobility. They exchange on various topics in the language of the said country or in English if it's easier.

There are various alternatives for the course of it. First of all, there are different ways to create the tandem.

- Create tandem between young people wanting to go on a mobility with others that are or already went on mobility in the country/city they are interested in.
- Create tandem between young people wanting to go on mobility with international young people from the country/city they are interested in.
- Mix both options.

Then, the activity can focus on the orientation phase (i.e. when you're searching information about different countries/cities to make a decision) or on the preparation phase (i.e. when you have already decided where to go and prepare your departure), or on both phases.

- If you target the orientation phase, you will want to give the opportunity to young people wanting to go abroad to discover several destinations and gather information about them. So you will have to organise a rotation system (Either participants change channels whenever they want and go to the channels of the countries they are interested in, or you have a timing where participants can rotate. It mostly depends on the number of participants).
- If you target the preparation phase, people are more likely to seek practical information to prepare their departure. You can either create duos so the one that is from or have been in the said country can share its experience and "tutor" the one going on mobility, or create small groups of 4-5 people max (here again it depends on the number of participants).

Finally regarding the content:

- You can prepare a list of indicative topics or questions that may be tackled during the session both to help people wanting to go abroad gather information and people sharing their experience so they know on what orientating the discussions.
- Let the participants address the topics they want and need as they see fit.

PREPARATION

60-120 MINUTES

1. Communicate about your event. You can have an inscription form if you want to anticipate which countries the participants are interested in.
2. If you see that you have people interested in many countries and not enough people to testify, search/recruit for people willing to come and share their experience.
3. Create the needed server or link of the chosen tool to host the event.
4. Create the questions/supports you will need to facilitate the activity.
5. Think of an ice-breaker game and a feedback activity.
6. Send a reminder to the participants.

COURSE OF THE ACTIVITY

60-90 MINUTES

7. Welcome the participants in a general channel. You can do an ice-breaker
8. Explain the rules of the activity(ies) and the time they have for it.
9. Divide the participants in the countries channels. The smaller the groups are, the better can be the exchanges.
10. Check from time to time if everything is alright in each group/Announce rotations if you opt for it.
11. Make the participants come back to the plenary and debrief together. You can ask them if they're some remaining questions about more global topics regarding mobility.
12. Collect feedback and conclude.

RESOURCES

<https://www.differentiatedteaching.com/interactive-language-arts-games-digital-learning/>

<https://www.edutopia.org/discussion/12-fun-speaking-games-language-learners>

TIPS

If you opt for the rotations, do not hesitate to announce how many they are left so participants can choose countries knowingly.

Have one volunteer facilitate the activity while another takes care of the technical aspects.

Introduction to sign language

This is more a process than a quick activity, but it helps you and your participants to communicate with all people and gives all people the opportunity to participate.

OBJECTIVES

Improving inclusive communication and reducing language barriers

PUBLIC

5 to 30 participants

Suited for all ages

FACILITATION

2 to 3 people

PLATFORMS

To host the activity:

Zoom, BigBlueButton, Google Meet

To help you facilitate:

Mural, Miro, Padlet

PREPARATION

30 MINUTES

1. Decide on what knowledge / words you want your participants to learn.
2. Do your research (you can for example invite an expert for sign language to give an input).
3. Decide on a way to use the acquired knowledge for your participants.
4. Prepare the material (document, presentation, pictures of certain words in sign language ,etc.)

COURSE OF THE ACTIVITY

AT LEAST 60 MINUTES

1. Welcome your participants.
2. Let them share their experience with / thoughts on the usage of sign language and what they want to go out of the event with.
3. Start with some easy words / sentences.
4. (Input about initiating sign language in your work / everyday life.
5. Let them introduce themselves (name, age, city they live in...) in sign language
6. Let the participants have conversations using sign language
7. Let them Play a game / quiz, etc.

TIPS

Initiating sign language is a longer process, if you want to include it into your work and the work of your participants. It's important to think about what you want to achieve with it.

RESOURCES

<https://www.signlanguagecenter.com/>

Discovering other languages

Including other languages into your international and intercultural formats and events.

OBJECTIVES

Making the participant's feeling for other cultures and countries stronger, creating a team-spirit.

PUBLIC

10 to 20 participants

Suited for all ages

FACILITATION

2 people

PLATFORMS

To host the activity:

Zoom, BigBlueButton, Google Meet

To help you facilitate:

Kahoot, Powerpoint, Google Slides

PREPARATION

30 MINUTES

1. Prepare a quiz for the language you want your participants to learn more about. (you don't have to make it yourself, you can use those that are already on kahoot for example). It should include funny / interesting questions about the language / the country. (the questions should be rather easy to guess, or true / false, they can also be geographic or historic)
2. Make sure that everybody has a mobile device (phone, tablet, etc.)

COURSE OF THE ACTIVITY

10 MINS PER LANGUAGE

1. Share your screen, so that everyone can look at the questions and the score.
2. Let the participants play the Quiz. The duration will depend on the number of participants and the number of countries they're from.
3. At the end of this activity: facilitate a final round where every participant shares 3 things they learned about the language.

RESOURCES

<https://www.differentiatedteaching.com/interactive-language-arts-games-digital-learning/>

<https://www.edutopia.org/discussion/12-fun-speaking-games-language-learners>

TIPS

There are many ways of encouraging the discovery of other languages:

- The participants tell each other which languages they can speak/understand or which words they know in which languages
- The participants get the task of preparing a short presentation (max. 10 minutes) about their native language or their country. After the presentation, the other participants can ask questions.
- Talk about certain words regarding your topic and let the participants translate it into their languages.
- Talk about one word in different languages and the phonetic similarities of the translations
- Show your participants some words in phonetic notation and let them try to figure out which language it is and how the word is pronounced

Online Cluedo

Cluedo is an investigation game that demands the participants to work together on one problem. It builds the team spirit and improves the communication within the participants.

The goal of the game is to find the person guilty among a list of suspect. To do that, the whole game will be played in a language than is not the participants' native language!

OBJECTIVES

Fostering teamwork, working together on one certain topic, developing a sense of (self-)reflection

PUBLIC

15-20 participants

Suited from 8 years old

FACILITATION

2 to 3 people

PLATFORMS

To host the activity:

Zoom, BigBlueButton, Google Meet

PREPARATION

2 HOURS

1. Create a story on a given topic, the story must include a problem (something has been stolen, is missing, somebody is dead).
2. imagine different persona / suspects and which clues they give.
3. create a roadmap for your game.
4. Visualize the problem to explain it to the participants.

COURSE OF THE ACTIVITY

1.5 HOURS

1. Explain what the game is and in what language you are going to play it.
2. Explain difficult / unknown words, that are essential for the game / situation
3. Let the participants ask the subjects (in the best case you and the other facilitator due to the fact that suspects cannot really participate in the game) questions to find out who the person they're looking for is.
4. Let the participants discuss the suspects and make a decision together.
5. Reflect the game and how it was to play it in a different language.

TIPS

The game can be animated on an interactive platform such as Gathertown, or Discord that allows participants to move from one room to another. The game is a good opportunity to practice speaking another language. Therefore it could, for example, be included into a Language-Workshop where the participants have to interview the others in the language you want to teach them.

RESOURCES

Step-by-Step-Instruction on how to prepare your own Cluedo-Game:

<https://www.bookwidgets.com/blog/2020/06/how-to-create-a-digital-cluedo-game-for-in-your-classroom>

Country meetings

“Country meeting” is an activity where one or several countries are presented by international students coming from one’s country or students having done a mobility there.

OBJECTIVES

Making the participants discover several countries through an international point of view

Discussing intercultural differences

Creating a space to mentally travel

PUBLIC

10 - 50 participants

Local and international young adults

FACILITATION

At least 2 people

MATERIALS

Online material :

To host the activity :
Discord/Gathertown or
Googlemeet/zoom

“Country meeting” is an activity where one or several countries are presented by international students coming from one’s country or students having done a mobility there.

There are 2 alternative ways of organising it :

Either you organise a serie of events during which one country is presented at the time;

Or you organise a one-time event, a sort of forum/market where several countries are presented.

Either way, the presentation of the country should be playful and interactive. For instance, the speakers and you can prepare a quiz about different topics of a country (general information, language and basic vocabulary, currency, typical dishes, celebrities, monuments, famous musics, customs etc.). It can be planned to make participants listen to traditional songs for example.

PREPARATION

1. Communicate about your event. If you are doing a series of events, you can announce the calendar (which country will be presented when). If you are doing a one-time event, you can have an inscription form if you want to anticipate which countries will be presented.
2. Search/recruit students willing to present their country.
3. Create the needed server or link of the chosen tool to host the event :
 - one link (discord/zoom/googlemeet) if one country is presented at a time (with discord you can re-use the server if you choose to do it regularly)
 - A discord/gathertown server, with several channels corresponding to the countries.
4. Once speakers are recruited, you can ask them to prepare their presentation and support them creating the questions/the games/ supports needed to facilitate the activity. (You can give your access to some online tools if needed)
5. Think of an ice-breaker game and a feedback activity
6. Send a reminder to the participants.

COURSE OF THE ACTIVITY

Alternative 1 (forum) :

1. Welcome the participants in a general channel. You can do an ice-breaker.
2. Explain the rules of the activity(ies) and the time they have for it. You may want to set a determined number of rotations and the time per rotation. For instance you can plan 5 rotations of 20 minutes or 4 rotations of 25min (depends on the number of countries). It would help make the process more fluid.
3. The participants are divided into different groups/channels. In each group the speakers do their presentation/quiz and answer questions of the participants. At the end of the time, the participants go to another group/channel to discover another country.
4. After all the rotations, all participants come back into the plenary. You can organise a collective debriefing where you ask all participants to put in commun what they've learned during the rotation. For instance, you can ask them what is the traditional dish, the weather in every country, etc. You can also take this time to discuss cultural differences between all the countries presented.
5. Collect feedbacks and conclude

Alternative 2 (weekly presentation of one country) :

1. Welcome the participants in a general channel. Remind the country presented during the session. You can do an ice-breaker.
2. Leave the floor to the student(s) presenting, who will have a certain time to do the presentation.
3. Plan at least 20min to leave the participants to ask questions that weren't covered by the presentation and the speakers share anecdotes, funny facts about the said country. You can also take this time to discuss cultural differences.
4. Collect feedback and conclude.

TIPS

Do not be too tight on the format, let the participants ask questions when they feel like it in order to open the discussion.

The more interactive and creative the countries' presentations are, the more engaged the participants will be.

Have one volunteer facilitate the activity while another takes care of the technical aspects.

Speed-meeting

Speed meeting is an activity that allows participants to meet each other by discussing many topics with a new partner every other five minutes.

OBJECTIVES

Fostering inter-knowledge

Encouraging intercultural dialogue

PUBLIC

20-50 participants

Ideal for local and international students & young adults

FACILITATION

At least 2 people

Have one volunteer facilitate the activity while another takes care of the technical aspects

PLATFORMS

To host the activity:
Discord, Gathertown

TIPS

You can adjust the time of the rotation as you see fit depending on the content of the questions, the number of participants etc.

PREPARATION

60 MINUTES

1. Communicate about your event. Registration is not needed here.
2. Create the needed server or link of the chosen tool to host the event
3. Create the questions you will need to facilitate the activity.
4. Think of an ice-breaker game and a feedback activity
5. Send reminders about your upcoming event

FACILITATION

45-60 MINUTES

1. Welcome the participants in a general channel. You can do an ice-breaker.
2. In the meantime, one of the facilitators counts the number of participants and creates the breakout rooms they're going to go to discuss the questions. The number of breakout rooms corresponds to half of the number of participants.
3. Explain the rules of the activity(ies) and the time they have for each question/rotation. You can specify that, if they finish tackling the given topic before the time expires, they can feel free to discuss other things. Regarding the rotation system, the easiest way to implement it is to tell half of the group to stay in the channel they go to for the first question and the other half to move every question.
4. Once the rules have been explained, let the participants go to the different channels and write the questions in the general channel so everyone can see them. Every five minutes, write that they have to change channels and write the new question below. You can use an online timer to help you.
5. After all the rotations, all participants come back into the plenary. Announce that you will let the server open so if participants want to keep discussing after the end of the activity they can. encourage them to keep contact. Encourage them to keep in touch.
6. Collect feedbacks and conclude

SAMPLE QUESTIONS

- What was your best journey ?
- What was your best journey ?
- What is your dream city to live in ?
- What is the perfect day for you ?
- If one subject should be mandatory at school, what would it be ?
- If you had to go for the rest of your life on a desert island, what would be the 3 objects you would bring ?
- What is your favorite dish ?
- If you were an animal, what would you be ?
- If you could meet any historical figure, who would it be ?
- If you were a moment of the day, what would it be ?
- If you could choose your age forever, what age would you choose and why?
- Are you spring, summer, fall, or winter? Please share why.

Clichés and Preconceptions

OBJECTIVES

Discovering a situation in which a preconception is involved

Formulating a number of his/her preconceptions

Comparing your preconceptions with those of others

PUBLIC

5-20 participants

All public

FACILITATION

3 people

PLATFORMS

To host the activity:

Discord, Gathertown, Zoom, Googlemeet

This activity will allow participants to discover the preconceptions they may naturally have about the people they meet.

PREPARATION

5 MINUTES

1. Before the activity the facilitators have to think about something particular about themselves (where do they live, a hobby, sport, etc.).
2. Each facilitator prepare a short presentation with the chose characteristic and write it on a powerpoint.

COURSE OF THE ACTIVITY

1. At the beginning of the activity one of the facilitators gives the different characteristics that have been chosen without saying the person to whom it refers.
2. Without asking any questions, participants have to guess one by one to whom the sentences refer to.
3. At the end of the tour the facilitator asks the participants how they made their choice, what they based it on (it can be for example physical characteristics, the way the person talks, its attitude or because he looks like me, etc.)
4. To conclude the activity, the facilitator explains to the participants that they made their choices based on clichés or preconceptions because they didn't know anything about the person which can easily happen when we travel to another country and we meet new persons. It is normal to have cliché and preconceptions on something that we don't really know, but the important thing is to know that we have some in order to make it possible to change them.

TIPS

For this activity to work, participants mustn't already know the facilitators.

It is easier to do the activity after having talked a bit (presenting a program, an organization, etc.) so participants can hear each facilitator before the activity begins.

If you don't have enough participants you can also ask some participants to tell you something about them.

Alternative Forum for building an intercultural society

OBJECTIVES

Promoting intercultural encounters between young people engaged with global topics

Raising awareness and encouraging young people to set up educational citizenship actions by providing them with theoretical knowledge and necessary practices and by supporting them in the co-construction of tools for citizen mobilization.

PUBLIC

20-40 participants

Ideal for local and international students & young adults

FACILITATION

5 people

PLATFORMS

To host the activity:

Discord, Gathertown

To facilitate the activity:

Miro and Google Drive

This activity is an exchange seminar between young people from different countries around the issues that concern global society such as international solidarity or climate change. It lasts, at least, a couple of days as young people have to co-create tools for awareness and citizen mobilization.

PREPARATION

3 HOURS

1. On the first day, the young people and the facilitators from each country meet face-to-face in their country, for a time of getting to know each other and exchanging ideas around the topic, so they can dive into it. A digital link (Zoom or Whatsapp) makes it possible to make the link between the different groups, so they can also meet the international group in a blended activity.
2. Each international group prepares a presentation about their approach to the topic (main concerns, how they are working on it, best practices, etc.).

COURSE OF THE ACTIVITY

1. In order to start, the group from each country makes the short preparation they prepared in the previous session.
2. The whole group is splitted into smaller groups mixing local and international people. The goal is that each group has to create an innovative tool for awareness and citizen mobilization. Depending on how much time left they have, tools will be more or less developed.
3. The whole group joins together and each group presents their awareness tool to the rest in a short presentation of 5 minutes (what it is, its purpose, how other young people can use it, how it can be disseminated, etc.).
4. The rest of the groups can give feedback and ask questions.

TIPS

If meeting in person the first day is not possible, the activity can be done entirely online, by using online teambuilding activities during the first day.

Our school, our city, our heritage

OBJECTIVES

Getting to know students from an international school as well as practicing languages.

PUBLIC

40-60 participants

Students from at least two different countries

FACILITATION

5 people

PLATFORMS

To host the activity:

Zoom, Googlemeet, Teams, etc.

To facilitate the activity:

Genial.ly, Powerpoint, Google Slides, etc. and Kahoot

TIPS

Including teachers and parents in this activity can be a plus!

Organizing this activity for University students can be a really good idea for pre-departure preparation or buddy program activities.

Local students organize a 'virtual tour' of their city (heritage, main monuments, areas of special interest, etc.) to international students.

PREPARATION

3 HOURS

1. Students from each country have to prepare a presentation about their city (heritage, main monuments, areas of special interest, etc.), immediate environment (neighborhood, family, home, friends), their school (classrooms, courtyards, outdoor areas, facilities) and something funny (best place to have a drink, a legend of the city, any funny tradition, etc.). They can use a Powerpoint but it is highly recommended that the presentations are as funny and interesting as possible. For example, they can use Prezi to make it more appealing. In addition, they can create a route on Google Street View so the students from the other country can see better how their city looks or show a video of how they celebrate a festivity.

COURSE OF THE ACTIVITY

1. The students from each country show their city and school through the presentation they have prepared.
2. Participants split into smaller groups. The students from one country pose two questions to the international ones. The questions should engage in a short dialogue in which every student should participate (speak).
3. After the discussion, all the students join again in order to do a mini game to end the activity. For example, a short quiz about the presentations they have just done (what is the main monument of the city, how many people live there, etc.). For this purpose Kahoot can be used.

Getting



feedback

WHY IS FEEDBACK IMPORTANT?

We all learn through experiences. Workshops and other events enable the participants to make new and valuable experiences in a safe setting. Constructive feedback helps to reflect oneself and therefore to improve. That applies to the recipient and the addresser of feedback.

RULES FOR THE RECIPIENT OF FEEDBACK:

- Only accept feedback when you are ready for it
- Explain which behavior / situation you want to receive feedback on
- Do not justify yourself or your behavior
- Listen and try to understand what the person in front of you wants to tell you
- Think about the feedback
- Confirm the feedback and explain how it made you feel or how it will help you in the future

WHY ARE FEEDBACK-RULES IMPORTANT?

Due to our social environment (school, family, friends) our ability for an open exchange within a safe-space is limited. This brings the danger of including one's current mood or experiences of the day into the feedback. Therefore it's important to have rules which help to concentrate only on the subject or situation feedback is asked for / needed.

Feedback is an offer for support regarding the reflection of a certain behaviour.

It should be...

- - ... voluntary,
- - ... subjective,
- - ... resource - oriented,
- - ... rather an impulse than a judgement.

RUNNING LATE?

If you don't have the time for a feedback-activity within your event, you can also use a form that you will send after the end of the activity to gather feedback. Either your organisation already has a form template, or you can think about questions or certain subjects you want to get feedback about.



On the next page, you will find some examples of feedback activities that you can choose from when preparing your next online activity.



Feedback activities

MINI-MOVING DEBATE

Duration: 10 mins

Draw a line in the middle of an interactive online board, the facilitator then ask questions to the participants (did you gain more knowledge on this, do you think this activity was useful, was it clear enough, etc) the participants have to go to the right side of the line if they agree, to the left side if they disagree and they stay in the middle if they don't know. The facilitator can invite the participants to explain their position for each question.

DARTBOARD

Duration: 15 mins

You prepare a dartboard on a flipchart with 4 circles and split them into «pie-slices» for every segment you want to get feedback on (content, activities, rethoric...). The participants then draw an «X» in every slice on the different circles. The middle circle is the best, the outside circle is the worst.

THOUGHTS-TO-GO

Duration: 10-15 mins

The group splits up in couples (2-3 people, depending on how many participants there are). Before that happens, the moderators prepare some questions to reflect the day, or to enable the participants to get into an open exchange. Questions could be: What was your highlight today? What did you learn today? What is still going through your head? How would you describe this day in an 5-word-sentence?

The couples can either call each other and talk about the questions while taking a walk, or they get into break-out rooms.

TAG YOURSELF

Duration: 10 mins

You show on slides different pictures that can represent emotion (excited, happy, worried, sad, stress, etc...) everybody pick one picture and has to explain how it represents its state of mind at the end of the activity.

NSCM

Duration: 10 mins

Everyone writes the letters N,S,C and M on a piece of paper.

New	→	What did you learn today?
Surprising	→	What surprised you?
Challenging	→	What challenges did you face today?
Memorable	→	What are you taking with you?

After the participants had time to write something down, they go into break-out rooms and exchange their feedback, or you start an exchange in the whole group. If you use break-out rooms, you should consider having one person per room to make notes on the feedback.

STOP-LIGHT FEEDBACK

Duration: 5 mins

Every participant has a green, a yellow and a red card (or post-it). You then give statements like «I learned something new today» or «I liked the methodology». Every participant now holds a green, red or yellow card into the camera. Green means «I agree», red means «I do not agree at all», yellow is something in between. Therefore, you can get direct feedback from your participants. If the participants don't have color cards they can also write a letter on a paper.

This is already the end of the guide. We hope that it helped you regain motivation and imagination to successfully organize intercultural activities online.

Do not hesitate to take a look at this guide before every online activity you organize to remind you of the good practices and the specificities of online facilitation.

All the activities described in this guide can be organized as such or can be adapted, the choice is yours!

And remember online activities are not a fatality! It can be as fun and inspiring as offline ones. They can achieve other goals and can be complementary.

To further help you in the organization of online intercultural activities, the IMO consortium also created a technical guide to help you handle and juggle between digital tools (available in March 2022) and a communication kit to help you motivate future participants (available in July 2022).

The Intercultural Meetings Online consortium



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