



# Mobility Project Guidelines

**European Dental  
Students' Association**

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## Preface

The aim of these guidelines is to provide instructions on organizing a Mobility project. If you're reading this, you have probably been elected to embark on a great adventure. A long journey in which you will develop or further explore the skills to host an international event for a group of students. This is a true challenge but something you will appreciate in the end. Do not worry, you will be experiencing the entire process together with the Executive Committee (ExCo) and Officers.

## LIST OF ABBREVIATIONS AND ACRONYMS

ADEE Association for Dental Education in Europe

ExCo Executive Committee

EVP European Visiting Programme

LEO Local Exchange Officer

LOC Local Organizing Committee

NEO National Exchange Officer

OLM Online meeting

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# What is a Mobility Project?

The Mobility Project is an Exchange Programme that gives students the opportunity to visit other dental faculties in foreign countries for a couple of days or weeks with an educational purpose allowing students to get a brief insight of other dental faculties and build new friendships.

The Mobility Projects that EDSA is offering are European Visiting Programme (EVP), Winter Camps and Summer Camps.

Hosting dental schools set up a programme for foreign students which includes visits to the various departments of the university, sightseeing and a social programme.

The aim of the Mobility Project is not only educational but also cultural. Nothing broadens the horizons as traveling does, getting to know more about different cultures, lifestyles and religions, gives you an appreciation for what you have and what others might need.

## Who is interested in organizing a Mobility Project?

It might be smart to aim at faculties that can become Erasmus partners. The Mobility Project is a great way to promote one's faculty on an international scale.

## What is required in order to organize a Mobility Project?

### Mandatory Requirements

1. Approval from the dean and university where the Mobility Project takes place.
2. Approval from National or Local EDSA Delegate.
3. Approval from EDSA Mobility Officer ([evp\\_officer@edsaweb.org](mailto:evp_officer@edsaweb.org)).
4. Being an EDSA member or in the process of applying for EDSA membership.

# What do I have to do in order to organize a successful Mobility Project?

## Date and number of participants

- After having the approval you need to create a team and select a date by confronting yourself with your dean or your university program
- Take into consideration periods when European dental students are having their exams usually during the summer or winter exam session it will be harder for people to participate
- Try not to overlap with other Mobility Projects and/or other events such as EDSA congresses etc.
- Always consult the Mobility Officer when selecting a date and number of participants
- The number of participants to be accepted can increase when the LOC is more experienced after previous Mobility Projects organized
- After everything is planned you need to always keep in touch with the Mobility Officer and he/she will help you during the whole organizing process.

## Team Members

- A division of tasks needs to be created in order to manage the project of organizing a Mobility Project. The LOC should consist of around 6-8 individuals. The LOC should not be too small because of the workload, neither too big because of inefficiency. Multiple members can be put in the same position that requires more time.
- Try to select experienced people from your faculty that participated in previous Mobility Projects and or other EDSA events.
- Appoint a Local Exchange Officer in the students' association.

(He will play a role in the coordination between the local level, the NEO and the Mobility Officer).

- Appoint a LOC chairman.  
(He will be leading the whole project and will manage his team to reach the programme's objectives. The LOC chairman and the LEO can be the same person)  
Example of team members:
  - Chairman* - manages the plan and leads the team
  - Treasurer* - in charge of the finances, budget planning, participation fee, refunds
  - Social Media Manager* - in charge of Facebook/Instagram account, website, etc.
  - Communication Manager* - in charge of responding to participants' messages, application form, feedback form
  - Social and Cultural Activities Manager* - in charge of organizing social activities, restaurants, guided tours, nights out, etc.
  - Workshops/Lectures Organizer* - in charge of the academic activities
  - Sponsorship Manager* - in charge of finding sponsorships, communicating and maintaining a good relationship with them.
- Get extensive support for active members of the students' association.
- 24/7 availability.
- Try to arrange a specific team for separated activities.
- Involve people from different years of study.
- Choose in priority people fluent in English and that can be easily reached (Facebook, Whatsapp, Email, Phone).
- To improve efficiency think about implementing tools like Asana, Monday, Slack, Grammarly, etc.
- Make sure the team speaks as many languages as possible, in addition to English.
- Distribute the workload across the team: hotel, clinic, meals, social, etc.
- It is important that you and your committee members are recognizable throughout the event. You are the ones responsible for leading the group and ensuring their

safety and participation. You will notice that participants have a lot of questions and therefore visibility is crucial. If the budget allows it, we recommend that you have notable and harmonized clothing. In order to be familiar with the LOC, you can present the LOC members over Social Media accounts.

## Project Planning and Brochure

In order to organize a Mobility Project, you need to provide a project plan that will be used to inform future collaborators.

Present a well-organized project plan to your university or future collaborators.

An official brochure and/or Website/Facebook/Instagram page must be created in order to be sent to the Mobility Officer before the deadline to initiate the approval process.

The brochure will also be used to promote your Mobility Project.

- Be clear, concise and motivated during your presentation
- Foresee the difficulties and present the solutions you thought about
- Understand what matters to the eyes of the academic and clinical staff
- Display EDSA's Mobility Project brochure
- Use examples of previous successful Mobility Projects arranged in other faculties (interviews, statistics, videos, websites, press coverage)
- Show the proof that your sponsors will support the project
- Make sure you that the photos that you used are copyright-free or get the author's consent

You need to consider that you need at least 4 to 6 months to organize this project, from the moment the brochure is published to the moment the Mobility Project is taking place. After everything is planned and the project is accepted the Mobility Officer will help you during the whole organizing process.

## Budget Planning

Budget Plan example:

Income:

- Participants fee around 200€ for one week
- Sponsorships
- Government

Outcome:

- Accommodation
- Food
- Workshops (usually from sponsors)
- Social activities
- Others

## Money Return Policy

In order to avoid discussions about the refund (in case a participant can not attend the exchange), you will have to notify the participants about the return policy when sending the payment information via email.

e.g. The "EVP Zagreb 2020 participation fee" will not be refunded by the LOC to participants in case of cancellation after (set the date). If you cancel with a valid reason (set the dates), 50% of the fee will be refunded. If you cancel with a valid reason before (set the dates), 90% of the participation fee will be refunded.

Bank wire fees:

When the accepted participant will be paying the participation fee there is a possibility that through the transaction there might be bank wire transfer fees. In order to get the full amount from the participant you may include the following sentence in the email to the accepted participant:

*"Bank wire transfer fees are not included in the (name of the event) participation fee amount."*

## Sponsors/Fundraising

Once the LOC is formed, the tricky part starts - fundraising. It is tricky because you put so much effort into it without knowing if you will get any answers or instead sometimes many rejections. However, it is also very rewarding if you get a positive response from a company saying they want to give you a contribution.

First, you have to make a list of the possible contributors. To give you a little help, here are some categories you can include in your list.

1. Dental companies/insurances
  2. Pharmaceutical companies
  3. Travel companies/sports/fun
  4. Pubs/beer-brands
  5. Media/communication/newspapers/medical journals/magazines
  6. Banks/big companies/ministries
  7. Medical research
  8. (European) funds like Erasmus+
  9. University
  10. City (e.g. reduced prices on transportation)
- Trying to reach them before their budget plan for the upcoming year is made  
e.g. if you are organising the event in spring 2021, you should be reaching the sponsors in September 2020
  - Calling them is the best strategy rather than sending emails or messages
  - Offer different partnership options for them to consider several packages
  - You have to explain to sponsors that students will become future doctors that will be interested in products that were presented to them during your Mobility Project
  - Cherish sponsors and maintain relationships for future projects
  - More small sponsors are better than one big sponsor and easier to be found

## Food and Accommodation

Accommodation is a key component that will decide the number of participants.

Examples of accommodations:

- Hotel
- Apartments
- Student flat
- Student Dorms
- AirBnBs

Trying to include breakfast at the accommodation is very helpful and saves time.

Keep in mind that all meals (breakfast, lunch, dinner) must be included within the participation fee.

## WEEK SCHEDULE

MOBILITY PROJECT = ACADEMIC + CULTURAL + SOCIAL

### Academic Program

- The faculty is a must-go and activities can be easily arranged
- Welcome speech: dean, president of the students association and the LOC chairman
- Visit and activities in some high-value rooms (ex. : 3D / Cerec)
- Conferences given by professors about their research work or about new trends in the dental field
- Organizing a workshop in collaboration with a manufacturer (e.g. ceramics, suturing)
- A clinic is also a place students love to visit but the organization might be a little bit more complex
- Added-value facilities: surgery room, 3D imaging lab, microscope, etc.

Organize the schedule after selecting the number of participants.

Do not necessarily specify each workshop in order not to create inconveniences if problems occur.

Visits may require approval from both the head of the clinic and the head of the department, make sure you have written authorization.

Get advised by the legal office of the clinic about the opportunity for foreign students to get insurance during their stay.

## Cultural Program

Partners:

- Tourism office of the city
- Promotion Office for the area/county
- Local Office of Erasmus Student Network (ESN)
- Cultural associations in the city

Aim at:

- City tours
- Museums
- Historical heritage
- Religious places
- Theatres
- Gastronomy

## Social Program

- Traditional bars
- Clubs
- Shopping
- Festivals

- Sightseeing
- Local events
- Gala Night
- Exchange Fair (an event where students bring something authentic from their country e.g. food, drinks, traditional clothing...)

## Transportation

How to properly host and welcome foreign students?

Face to face: it is always difficult to orientate oneself in a new city for the first couple of days. If possible, welcome every student at the airport and drive them to their accommodation.

Give every participant a name tag featuring the full name, country of origin and some valuable information such as the phone numbers of the LOC, the address of the faculty and the address of the accommodation.

Students have to be informed in order not to lose themselves and it is important to include all the possible options regarding transportation from the airport, accommodation, etc.

Create a Google form where you can know where and when students are coming from their original countries at least a week before the Mobility Project.

Creating PDFs that can be accessed offline where you can include information such as telephone numbers, emergency numbers, prices, money exchange ratio, useful smartphone apps (airport, public transportation, basic words/phrases, discount programmes, taxi...)

## Social Media

Promote your Mobility Project:

- Official EDSA Facebook page (ask the Mobility Officer to help)
- Official EDSA website page
- Facebook page
- Instagram profile
- Promo-video (Youtube)

Communicate with students using different social media:

- Facebook
- Instagram
- Website
- Email
- Whatsapp Group
- Telegram

## Application Process

Add this to the description of Application Form: *“All the given information will not be forwarded to the third party and will be solely used for the registration process or any needed document for student to attend the event (e.g. Invitation letter)”*

Try to include the following information inside your application form.

- Email address
- First Name
- Last Name
- Date of Birth
- Gender
- Country of origin
- City
- University
- Year of Study
- Passport Number/ ID Number
- ID Photo

- “Do you need an invitation letter for a Visa?”
- Phone Number (Please include your country's code)
- Emergency Contact (Name/phone number)
- Food Requirements/ Allergies
- I would like to be in a room with...

Always discuss with the Mobility officer when it would be more suitable to open the application process and how to share it on the EDSA networks.

## At the end of the Mobility Project

Giving Mobility Project participation certificates to each participant is a must. These certificates will most likely be used by participants to prove their university/professors the fact that they took part in this program. On certificates, there should be a signature from the dean and from the LOC chairman.

Feedback forms are a great way to collect information from participants in order to improve future projects. It is recommended to make the feedback form anonymous (no names, age, gender, country, university) in order to get the most sincere opinion of the program.

Goodbye gifts are optional but everyone wishes to bring back some memories from a wonderful experience.

After the end of the project, photos from different activities and or articles/impressions from participants must be sent to the Mobility officer in order to be used as evidence or promoting material.

A contract has to be signed between the LOC, Dean of the Faculty and the Mobility officer at the end of the Mobility Project.

## Organizing strategy example

Month 0: Find your team, gather approvals, create brochure and project plan

Month 1: Sponsors, media, fix the facilities at your university

Month 2: Promoting on social media, accommodation, transport, application process

Month 3: Create week schedule (organize cultural, academic and social program), end of the application process

Month 4: Create Groups for the realization

Month 5: The Mobility Project Week.