Event Planning

**Summary:** A funny way to learn how to use computer and digital systems could be to practically see how they can be used in daily life or at work. For this activity the output consists in organising an event using technologies.

**Key words:** Technologies, applications, organising, event.

**Aims:** Acquiring knowledge and skills related to the use of IT and digital systems by practically using them.

**Participants:** Trainers, teachers and students for all school levels.

**Description:** The activity consists in asking the participants to organise an event using technological and digital tools.The group will cooperate to carry out all the necessary activities, starting from the choice of the type of event, for example a flash mob, a festive or celebrative event, a seminar or a street event to promote a specific topic. Once the type of event and the topic have been decided, the technologies can be used for different tasks: searching information and materials (by using internet and smartphones it is possible to get to know and download specific Apps or to watch experts’ tutorials to create decorations), distributing the tasks among the participants creating subgroups (by organising data/files in different folders on the computer or creating whatsapp groups), creating invites and flyers (to be sent by emails or using social media) and so on. According to the situations and possibilities, the activity can be considered completed after its planning. The following phase will be a circle time discussion to assess what has been learned and to receive feedbacks; or, when possible, it is possible to actually carry out the event.

**Material:** Multimedia room with pcs and internet connection, smartphones.

**Method:** Cooperative Learning, Brainstorming, Circle Time, Teal, Tinkering.

**Advice for Facilitators:** Due to the fact that it is a complex activity, it’s possible to plan in advance the different steps to carry out.

**Contributor:** School administration, refugee institutions, youth welfare institutions, migrant associations.