



Europe for YOUTH – YOUTH for Europe

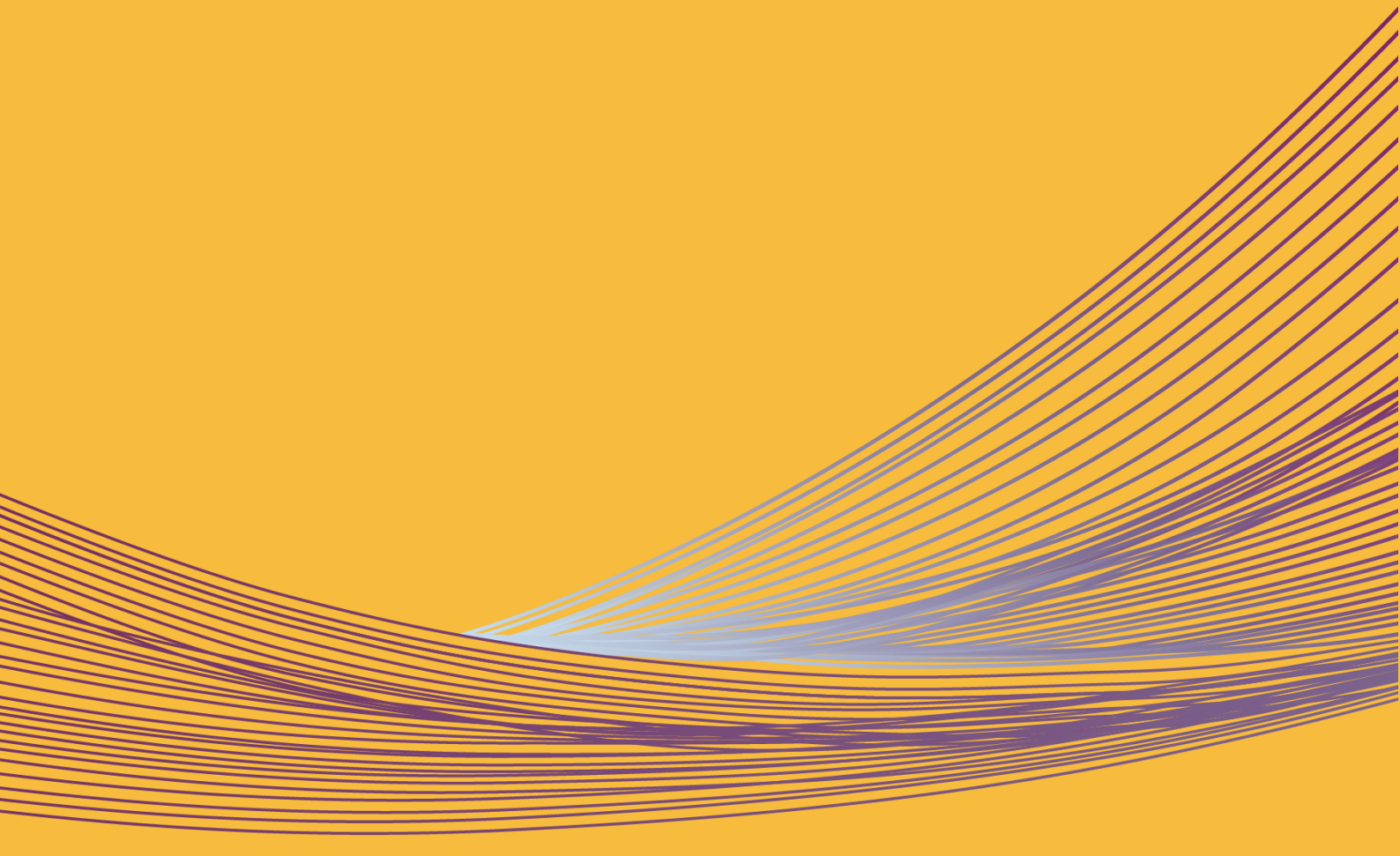
EU Youth Conference:

Space for Democracy and Participation

# Organising the first digital EU Youth Conference – Experiences and Recommendations

EU Youth Conference

02 – 05 October 2020



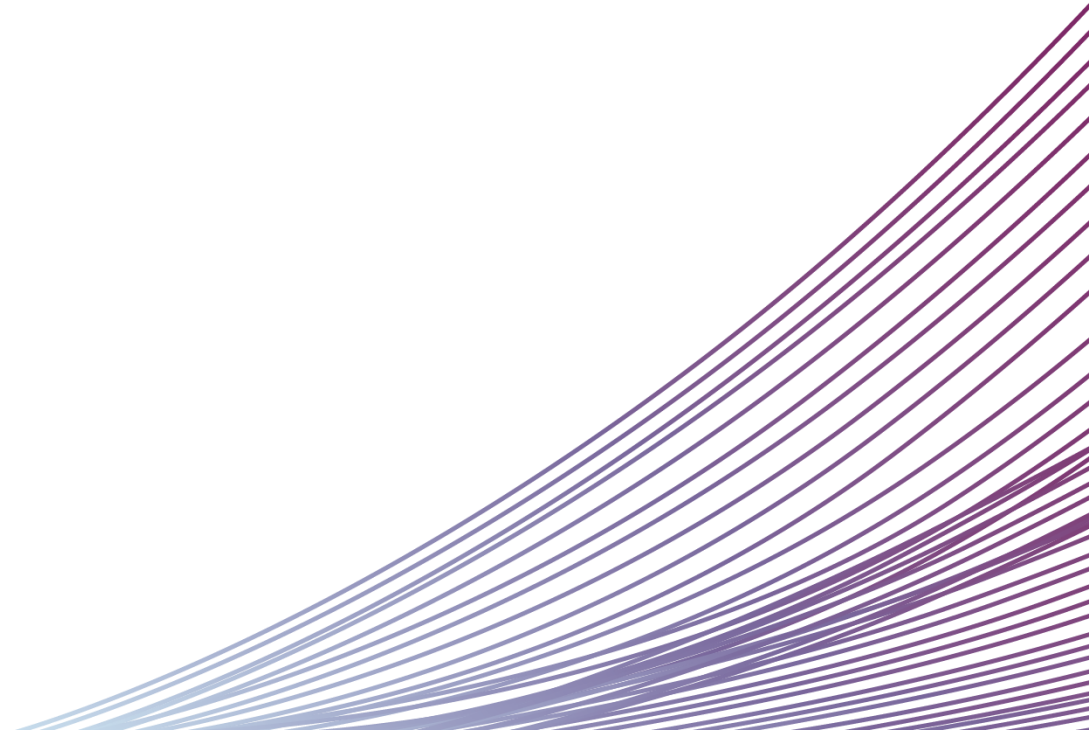


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# Preamble

*In this document, we as German Federal Youth Council (DBJR) share our experiences in organising the EU Youth Conference (EUYC) under the German EU Presidency. We want to give an insight into how we organised the conference and what we paid attention to, especially as this was the first ever digital EU Youth Conference. We also want to report what we learned and what we can recommend based on our conference and thus pass on ideas to others.<sup>1</sup>*

The EU Youth Conference “Europe for YOUth – YOUth for Europe: Space for Democracy and Participation” was held as a digital event from 2 to 5 October 2020. It was organised by the German Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (BMFSFJ) together with the German Federal Youth Council (DBJR). Originally planned as a physical event in Berlin in July 2020, the conference had to be postponed and finally moved into the virtual space due to the COVID-19 pandemic.

Due to the pandemic, the whole planning was adapted several times to the circumstances. The EU Youth Conference was first planned as an event with about 350 participants at the beginning of July. It was then postponed and the number of participants were reduced. As soon as it was foreseeable that not all participants would be able to come to Berlin, a concept for a hybrid conference was prepared. As the organisers really wanted to have a face-to-face event and tried their best to make it happen, the decision to hold the conference digitally was made only four weeks beforehand and with a heavy heart. It was necessary as the journey to Berlin for most of the participants seemed impossible. Although we are very happy with how the conference went, the organisation of the digital event was quite challenging due to the short time frame.

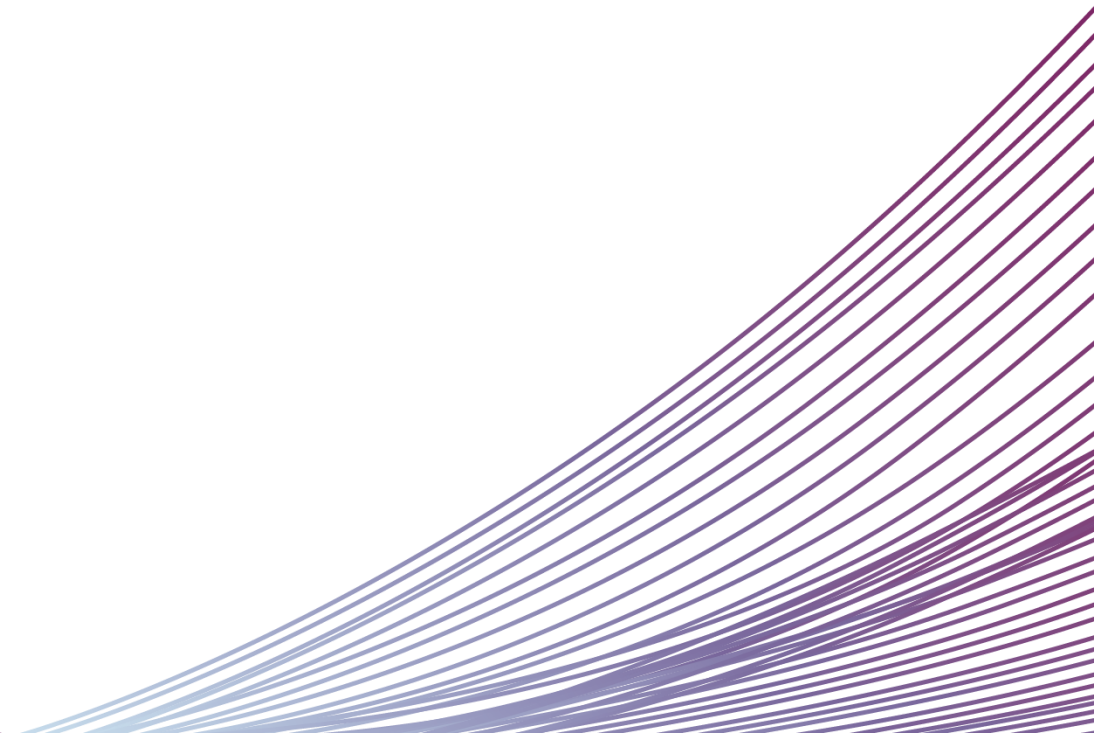
The planning of the EU Youth Conference started in spring 2019, when BMFSFJ and DBJR started to jointly think about how to design the conference. The cooperation between BMFSFJ and DBJR was closely and on eye level from the beginning which we see as one crucial element for a meaningful and successful EU Youth Conference. In November 2019 a team of five persons who were hired specifically for the organisation of the EUYC started their work at DBJR. To plan a meaningful conference and make the best out of this particular opportunity, at first the team got in touch with organisers of former EU Youth Conferences, current and former youth delegates, other National Youth Councils and the European Youth Forum to hear and learn from their experiences.

As these exchanges were very fruitful and helpful for starting the planning on how to organise the conference, we strongly recommend organisers of upcoming conferences to do the same. Furthermore, by sharing our experiences and giving recommendations based on our experiences, we want to help the organisers of following EU Youth Conferences.

<sup>1</sup> If you are interested in further information on the EU Youth Conference, its contents and the outcomes, you can find various documents and articles on the website of the German Federal Youth Council: <https://euyc-en.dbjr.de>.



This paper is divided in five chapters. First we provide some general information including the organisational structure and the involved stakeholders. The second chapter is about the (planning of the) programme, the methodology and the digital tools we used. We then talk about the “harvesting” (i.e. how discussions and results were recorded and summarised) and the outcomes (third chapter). In the fourth chapter we provide some information about our communication related to the conference. Finally, the fifth chapter is about the infrastructure that was needed for this event. In all chapters we try to share the experiences we consider relevant and give some recommendations on what we think could be useful for others.





# General

In the following we want to give some general information about the organisation of the EU Youth Conference in Germany. This includes the organisational structure, the division of tasks and the involvement of other actors. We already gave a short overview of the time frames of the planning of the conference in the preamble.

## Who were the organisers? What was the organisational structure?

The EU Youth Conference in Germany was organised by the German Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (BMFSFJ) together with the German Federal Youth Council (DBJR). During the planning phase, the teams of BMFSFJ and DBJR met regularly (about every two weeks; more frequently before the conference). Together, they discussed and decided on the framework and planning of the conference. In addition, the Federal Office of Family Affairs and Civil Society Functions (BAFzA), an authority subordinate to the BMFSFJ that regularly assists the ministry in the organisation of events, supported in particular with organisational tasks. Although the organisation of the conference was done in close cooperation, the main tasks were divided roughly as follows.

**BMFSFJ** (German Federal Ministry for Family Affairs, Senior Citizens, Women and Youth) was primarily responsible for coordinating the processes around the conference (organisationally and connecting it to political processes of the Presidency) and for invitations to participants and the coordination of the politicians. They also discussed the programme with DBJR. Furthermore, BMFSFJ mostly did the communication with the BAFzA. As mentioned above, communication and public relations as well as the coordination with the European Steering Group and within the Trio Presidency were done together with DBJR. In addition, the BMFSFJ worked to ensure that the outcomes of the conference were fed into the EU Council's "Conclusions on fostering democratic awareness and democratic engagement among young people in Europe".<sup>2</sup>

**DBJR** (German Federal Youth Council) was primarily responsible for content, programme, and methodology of the conference. Communication and public relations were done together with the ministry, as well as the coordination with the European Steering Group and within the Trio Presidency. DBJR also involved their member organisations within the given framework of the conference and their involvement and ideas were an enrichment for the conference. Furthermore, DBJR organised the Berlin Forum, a meeting of representatives of National Youth Councils in Europe, which took place following the EU Youth Conference. For the project duration of about one and a half years a team of 5 persons (3 full-time, 2 part-time) were

<sup>2</sup> You will find the Conclusions at <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52020XG1201%2801%29>.





employed. In addition, “regular” DBJR staff members supported the team. After the conference, DBJR created several publications documenting the outcomes.<sup>3</sup>

**BAFzA** (Federal Office of Family Affairs and Civil Society Functions) was mainly entrusted with organisational tasks. These included the management of participants (sending out the invitation and information, registration), most of the contracting, and most of the coordination and communication with external service providers (especially with a communications agency and a tech company as well as regarding the venue, provision and rental of equipment, catering).

### Which other actors were involved?

In addition to BMFSFJ, DBJR and BAFzA, several other actors were involved in planning and holding the conference. This included the European Steering Group (ESG), the team of facilitators, a group of volunteers, and a tech company. Furthermore, several external service providers were engaged for a wide range of tasks. This included different tasks at the venue, such as catering, cleaning and security, interpreter and sign language interpreter, as well as the support in the field of communication such as proofreading and the creation of products like videos and an app.

The **European Steering Group (ESG)** was one very important actor as it provided the overall guidance of the EU Youth Dialogue, including setting the topic for the cycle. The ESG is formed for every cycle of the EU Youth Dialogue. In the 8<sup>th</sup> EU Youth Dialogue Cycle it consists of Trio Presidencies' teams (Ministry representatives and National Youth Council representatives from Germany, Portugal and Slovenia), the European Commission and the European Youth Forum. As one main objective was to ensure a coherent cycle, requirements and expectations of the conference were discussed. Furthermore the ESG was regularly updated about the planning and got the possibility to feedback the final draft programme.

For the conference three **facilitators** were hired to finalise the programme and facilitate the conference. For us, it was important to have young persons (under 35) with experience in a youth organisation to lead through the conference. Although (or because) they are not full-time moderators, they did a very good job and created a good, "youthful" atmosphere at the conference which we wished for. Furthermore, in the preparation they had valuable hints and ideas that improved the draft programme. We gave the facilitators the possibility to work on the methodology and guiding questions of some of the programme points and finalised the programme of the conference in cooperation with them. Due to the pandemic, they were engaged at a later state than originally planned: only around five weeks prior to the conference. In addition, the late decision to hold the conference digitally also lead to a higher workload for them in preparing the conference as originally planned. One of the facilitators was selected by

<sup>3</sup> You will find an overview of all publications documenting the outcomes of the EU Youth Conference and further reading on its topics at <https://go.dbjr.de/euyc-harvesting>.



the ESG, as this person is supposed to be engaged for all three conferences throughout the 8<sup>th</sup> EU Youth Dialogue Cycle to ensure coherence.

During the conference a team of 13 **volunteers** took on three different tasks: 1. awareness-person, 2. tech support, 3. harvesting of results. All volunteers were young people between 18 and 29 years, most of them were from member organisations of DBJR. They received an adequate remuneration. One volunteer was our **awareness-person** who took over the chat moderation and kept participants informed about where we were in the programme. She ensured a good atmosphere during the conference and a pleasant interaction with each other by looking after that our Code of conduct was respected. She could be contacted by the participants confidentially if they were being harassed, noticed that someone else was being harassed, or had any other concerns. Two volunteers were responsible for the **technical support**. Participants could contact them for technical questions and they offered support. They could be reached via telephone, email, and messenger (Whatsapp, Telegram) at any time during the conference. Our **harvesting team** consisted of 10 volunteers who ensured a proper documentation of the outcomes. They followed the different parts of the conference and collected and clustered all discussion outcomes developed. The aim was to collect as much information as possible throughout the entire conference. Based on their work a detailed Harvesting Summary was created to make the documentation accessible to everyone so it can be worked with further.<sup>4</sup> Furthermore, some members of the harvesting team moderated small groups at some of the programme parts. By having young people not only as participants but also as volunteers, we enabled young people to be involved in all levels of the conference.

At the conference a **tech company** was responsible for the technical realisation of the conference. This included setting up all the digital meeting rooms in Webex, taking care of the video image at plenaries that the participants saw in Webex (filming the facilitators on stage, sound, playing clips and video messages, showing presentations, giving participants the right to show video and unmute themselves) audio and microphones at the venue (including cleaning), updating the conference website, and solving bigger technical issues of participants which the volunteers could not solve (e.g. our conference website was geo-blocked in two countries).

## What were the tasks and topics in the planning phase?

Tasks and topics that came up at in the planning of the conference were:

- Communication:
  - Internal:
    - Coordination amongst ministry and National Youth Council
    - Participants:

<sup>4</sup> You will find the Harvesting Summary at <https://www.dbjr.de/en/article/harvesting-summary-der-eu-jugendkonferenz/>.





- Invitation
    - Preparation
    - Guidance through programme
    - Support during conference
    - Feedback
  - Member organisations of National Youth Council
- External:
  - ESG
  - Political guests
  - Public relations
- Amongst participants (chat, meeting rooms, informal exchange)
- Political Processes
  - Cohesion with EU Youth Dialogue and planning of the ESG
  - Cohesion with political processes (Council work, Council Presidency, Trio Presidency)
  - Cohesion with national processes of the EUYD (working groups)
  - Planning the follow-up (e.g. publications, national campaigning)
- Programme:
  - Methodology
  - Official opening and closing
  - Side programme
  - Harvesting/documentation of outcomes
- Project Management:
  - Financing
  - Clear division of tasks
  - Project timeline
- Supervision, Guidance of involved Parties:
  - Political guests
  - Facilitators
  - Volunteers
  - Media team
  - Tech company
  - Member organisations of National Youth Council
  - Interpreters
  - Researchers
  - Youth organisations
  - Ministry representatives
- Venue & Accommodation:
  - Booking
  - Guidance to and from the venue
  - Sustainability and accessibility
  - Renting of equipment and material
  - Access to digital networks
  - Travel arrangements
  - COVID-19 safety measures
  - Venue decoration and youth-friendly environment



- Other:
  - Code of conduct and awareness-team
  - Sustainability
  - Visualisation of outcomes
  - Materials for participants and facilitators

### How did participants and conference team attend?

The participants attended the conference by joining virtually.

Only the organising team (including facilitators and volunteers) came together at the venue booked for the conference, following strict Covid-19 safety measures. Furthermore, a few guests (e.g. the Trio partners from the Portuguese and Slovenian Youth Council) were invited to Berlin. Nevertheless, everyone at the venue had a laptop to attend the conference. The facilitators moderated plenary sessions and both panel discussions at the Opening and Closing from the stage at the venue. Some of the guests of the discussions were on stage, others joined virtually. For other programme points, everyone – including the facilitators – sat in front of their computer. Although the conference was a fully digital event, we recommend to have the whole organisational team at one physical space. It makes communication and quick consultations much easier.

### Recommendations or: What is good to know at the beginning?

Even though some of the following points seem obvious when organising such an event, it might be helpful to remember them at the beginning of a similar project.

- A **clear team structure** is of the utmost importance especially during the conference, so that other parties involved (e.g. facilitators, volunteers, and service providers) know whom to turn to.
- Come up with a **project plan** with all involved parties (including mile stone meetings and a plan for the follow-up).
- **Young people should be at the core of the EUYC** – therefore make sure to include them at any level possible:
  - Main responsibility for content and methodology should lie with National Youth Council
  - Tasks before and at the EUYC are challenging but not overwhelming – empower young people to face the tasks and involve member organisation of the National Youth Council to benefit from their knowledge
  - Being “behind the scenes” is interesting as well – e.g. make young people part of the support team



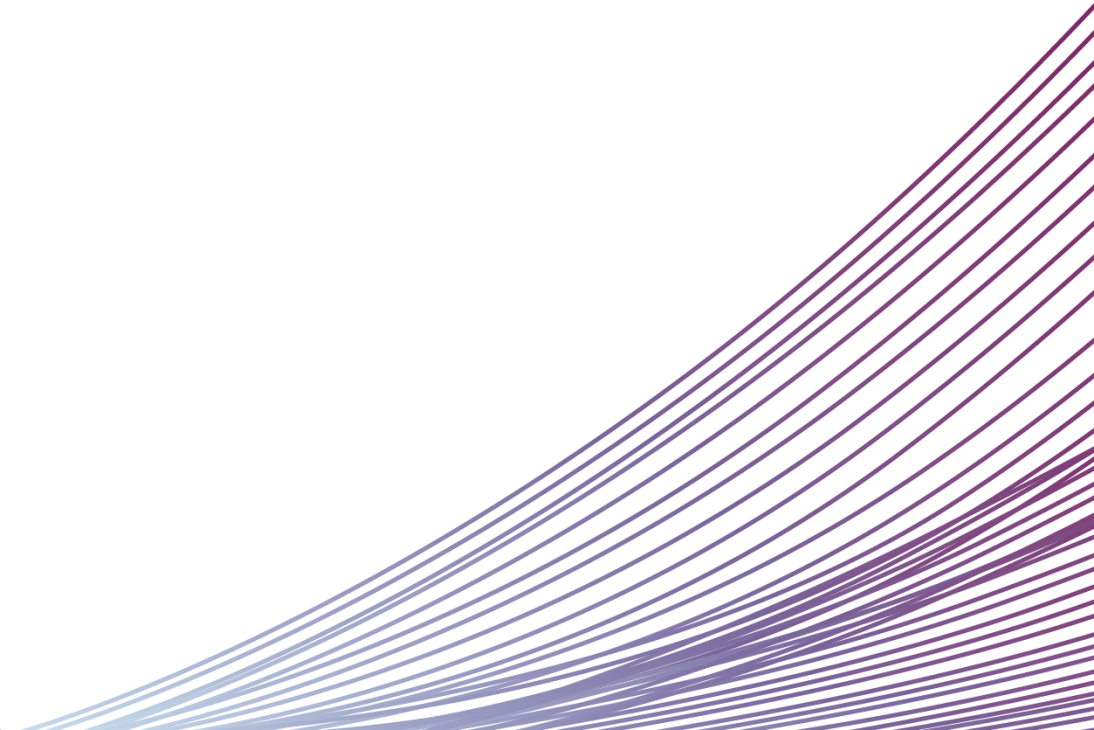
- Have one person in the team **responsible for the output** (report, demands).
- Have **international mixed team** as conference team to bring in different perspectives throughout the planning process.
- **Facilitators play a great role** in the conference, if you want them to. Make sure everybody is on the same side and that expectations are in line with each other.
- If the **moderation team is diverse** (backgrounds, relations to the field of work, personal and moderation styles), participants get to enjoy the small differences.
- **Working cooperatively, transparent, inclusively and open** is not self-evident but even if it takes a little bit more time, it is worth it!
- Professional/experienced **event managers** can be of great help, the same goes for the technical team.
- Use the **Youth Goals as a basis** for the conference: The organisers of the EUYC in Vienna created a **Youth Goal Checklist** to help implement the Youth Goals in a conference: <https://youth-goals.eu/wp-content/uploads/YouthGoalsChecklist-EUYC.pdf>.

### Challenges or: What happened that we did not expect?

There are some general challenges that we faced:

- **Time-Management:** Try to organise as much as possible as early as possible, as unexpected things will always come up that you have to deal with.
- The **late selection of facilitators** due to the necessary involvement of many stakeholders and the uncertainties due to COVID-19 led to almost daily meetings in the weeks leading up to the conference.
- **COVID-19:** travel arrangements and organising necessary doctors' appointments and test were stressful.
- The ministry and the National Youth Council may have **different perspectives and approaches** in some cases: it might then take some time to find compromises and good solutions.

Other, more specific challenges are reported on in the questions in the following chapters (e.g. "What were the biggest technical issues?").





# Programme, methodology and digital tools

Our aim was to make the conference **as participatory as possible** and give the participants the possibility to decide on their own which topics should be discussed. The programme guided the participants through different phases of open brainstorming, elaboration and discussion, dialogue with political decision-makers and reflection, and finally culminating in the formulation of seven concrete political demands by young people. The table below gives a brief overview of the programme.

	Friday, 2 October	Saturday, 3 October	Sunday, 4 October	Monday, 5 October
Morning		Overview of Youth Participation	BarCamp Sessions	Dialogue with Political Decision-Makers
		World Café		Summarising Outcomes in Working Groups on Targets
Afternoon	Opening and Introduction	Open Sessions and Workshops		Official Closing
		BarCamp Session Planning		

## How was the programme planned?

We started to plan the programme in December 2019. It had to be adapted several times due to changes of general conditions (e.g. availability of politicians, second venue, change of date, hybrid format, digital format). We wanted to have a coherent programme, where the different parts built on each other and which fits into the whole cycle of the EU Youth Dialogue. Therefore we had “blue sky thinking” as a basic principle of the conference programme (participants should come up with their ideas without thinking of limitations). Furthermore we also wanted to give our member organisations space to contribute or take part in the conference (e.g. as volunteers or engaging in the evening programme; due to the digital format we did not



have an evening programme but some additional workshops on Saturday afternoon which were voluntary). We tried to have a mix of different formats (interactive plenaries and panel discussions, World Café, Workshops, BarCamp, dialogues with politicians, working groups).

We got in touch with several former German youth delegates to get their feedback on what they liked at previous conferences and what ideas and recommendations they could give us. Furthermore we talked to the organisers of the Austrian and the Estonian EUYC to get tips from them and a team member was present at the EU Youth Conference preceding our conference.

The programme was developed by the core conference team and regularly discussed with DBJR board members. We also discussed it with the ministry in regular meetings. Furthermore the European Steering Group was regularly updated about the planning and got the possibility to feedback the final draft programme.

### What did we focus on when creating the programme?

Our main focus was to **make a coherent programme** – regarding the conference itself as well as the whole cycle of the EU Youth Dialogue. The conference should not be a single event but fit into the overall cycle. Furthermore we wanted the conference to be as **participatory and interactive** as possible. Even though the methodological basis was “blue sky thinking” and one important part was to explore Youth Goal #9, we further wanted to have **concrete outcomes** of the conference. This was achieved by the formulation of the demands for each Target of Youth Goal #9.

In addition, we have taken the following points into consideration when creating the programme:

- Having **aims and guiding questions** for every programme point
- Giving **space for participants** to bring up their topics and ideas
- Having **dialogues with political decision-makers** from different at eye level in small groups so that all participants can express their views; We recommend to plan enough time for the dialogues (one hour was too short) and to have them facilitated/moderated
- Having an **environment that encourages participants** to engage (small groups, ice breaking questions/games, not too formal environment, venue should be “suitable” for youth, ...)
- **Transparency** to participants: What are the aims and possibilities of the conference and how will the outcomes be used? What are the different programme points and what are their aims? Where are the participants involved and what can they shape and influence? Where and on what can they feedback during the conference?
- Keeping the amount of plenary sessions, panel discussions and speeches as low as possible and making them **interactive**, e.g. by letting participants join the panel discussions and taking up their comments. In addition, trying to have diverse people on stage (different genders, from different countries etc.)





- **Mixing up youth delegates and ministry representatives** in groups
- Giving time and space for **networking and informal exchange** e.g. at the evening programme or in the breaks; provide comfortable spaces with couches; in our digital conference we had a “digital café” that was intended for informal talks
- Giving **briefings and instructions** to participants in working groups and to persons that moderate/facilitate a session
- Prepare a document for the facilitators that states what **information** needs to be shared with participants and when (e.g. reminders for registrations).

### What did we focus on regarding the digital format of the conference?

When the decision was made to hold the conference digital, we found it a great challenge to still make it interactive. By using different digital tools, we tried to have the conference as participatory as an on-site conference. Furthermore, we recommend considering the following points when planning a digital event:

- Keep participants active by making the conference **interactive**, involving participants as stakeholders and using different tools and formats.
- Give participants a lot of “**camera-time**”.
- Have all **information accessible** on one website to make everything as easy and usable as possible. Participants should know where to go and not search for links and different passwords.
- Have **written instructions** for all working groups on what they should do, as it is digitally more difficult to ask back questions.
- If participants have to be split up in groups, try to find a way to prepare this beforehand. **Forming groups** is not as easy as at an on-site event.
- A digital conference day is at least as exhausting as a “normal” conference day. Plan for **breaks** and do not make the programme too long. Also plan for breaks between different parts of the programme as it takes time to change digital rooms.
- If participants need to present results of their working group in the plenary, plan time to get their **presentations**. You could also let them share their screen (depending on the tool you use), but then you might not have results.
- We had a great experience with **videos** that had to be sent in by participants to present their workshops etc. – the videos were creative and funny.

### Which digital tools were used?

As entry point to the conference we had a **landing page**, a simple website with a timetable, links to all digital rooms and programme points and to registration forms. It was virtually the event house or digital version of a main conference room and our platform.



As videoconferencing application we used **Webex**. We had to use two different Webex tools: “Webex Events” for plenaries and “Webex Meetings” for the other sessions. This was because Webex Meetings only allows for up to 200 participants which was too little for the plenaries (we had around 200 participants + about 50 staff members and guests). WebEx can be used in a web browser, however, it is recommended to download the WebEx Meetings software.

For collaboration we mainly used **Padlet**, an online pin board. Numerous boards were created where participants could write down ideas, comment notes of others and summarise their discussions. It is not only possible to post text in Padlet but also images and gifs which allows for more creative and diverse collaboration. Some of the boards were prepared in advance and contained guiding questions for group work. To use it, only a web browser is needed and participants do not have to register.

To make our plenary sessions more interactive, we used **Mentimeter**. It is a tool to create polls, quizzes, and word clouds. To use it, only a web browser is needed and participants do not have to register.

For some programme parts participants had to register (e.g. workshops and dialogues with political decision-makers). For this purpose we used **Google Forms**, which allowed participants to prioritise their answers as well as limiting the number of registrations for some programme parts. It is free to use and participants do not need a Google account.

For the BarCamp we used **Camper**, a tool developed by DBJR to organise BarCamps (<https://barcamps.eu/?l=en>). Participants were able to propose sessions in the tool and to comment on the proposals. Also the session plan for the BarCamp was created via the tool. To use it, only a web browser is needed and it is free to use for everyone. To propose sessions, participants have to register. To view the session plan, no registration is needed.

To take notes during the BarCamp, participants had the possibility to use an **Etherpad**, a text editor where participants can simultaneously edit a text document. Besides, participants could use Padlet for their BarCamp sessions. Etherpad is free to use, only a web browser is needed and you do not have to register.

Furthermore, we used an event **app** as a place for further information. Participants could find detailed description about programme points, political guests and practical information. It was also possible to send notifications (e.g. reminders for registration deadlines). The app could either be downloaded or used via web browser. As it is not clear how many participants used the app, we recommend future organisers to discuss if a simple website containing these information could substitute an app.

During the planning of the Conference we used **Nextcloud** for file sharing and collaboration between DBJR, BMFSFJ, and external service providers - especially for larger files. Furthermore at one point of the conference participants were asked to upload videos. By using Nextcloud on a server of DBJR, we have ensured that we meet requirements of data and



information security. Nextcloud is free and open software, however, it requires some IT knowledge to run it. It can be used by a web browser and files and folders can be shared with others who do not need to register and it allows a wide range of access rights settings.

**When selecting tools, we recommend** considering the following points into account:

- Take tools that are quick to understand and easy to use
- For each tool, give an explanation of how to use it
- Keep the amount of tools limited
- Take data privacy into account

### How was the conference moderated?

We had **three facilitators** who led through the conference and a volunteer moderating the chat (see: “Which other actors were involved?”). For our conference, three facilitators was a good number. It was a good amount of programme to handle for the facilitators – more would have been a challenge. In addition, the preparation took up a lot of resources and time, also because of the late decision to hold the conference digital.

We had a great experience with the **concept of a “co-facilitator”**. In the plenary sessions, one of the facilitators was on the stage while another was sitting off the stage at a computer. This co-facilitator was reading the chat, sharing their screen for presentations or starting polls. Since there was also a camera in front of them, it was possible to show the co-facilitator as well. The lead facilitator on stage interacted with the co-facilitator, e.g. asking if there were any questions raised in the chat. Having them talk to each other lightened the atmosphere. Furthermore, the co-facilitator could give hidden notes to the facilitator on stage (e.g. “only five minutes left” or “Participant XY has a question). To do this, they wrote in a document that was shown on a screen visible from the stage but not visible for the participants.

Some sessions were moderated by the participants themselves. In the **BarCamp sessions**, the participant who proposed a topic was responsible to moderate or find another participant who moderated the session. For the **World Café** we asked participants beforehand if they would volunteer to moderate a group. Some groups were also moderated by members of the harvesting team. The **political dialogues** were moderated by one of the facilitators, a representative of the Federal German Youth Council and a representative of the European Youth Forum. All moderators got **written instructions** to make sure that all groups would work the same. Since the dialogues with the political decision-makers required a bit of tact, the moderators met digitally the evening before to coordinate.



## What were the biggest technical issues?

Fortunately, we did not encounter many technical issues. Here are some of the challenges we faced and possible solutions.

- Making sure that only registered participants took part: Since there was **only one password** necessary to enter the landing page and join all the Webex Events, theoretically everyone could join if they knew the password; however, this did not happen.
  - ➔ For some programme parts we had a waiting room all meeting participants had to go through before being admitted into the meeting room. Another solution could be “Single Sign-on” or individual accounts for every participant.
- In two countries our landing page was **geo-blocked**.
  - ➔ The participants concerned got the necessary information (e.g. links to meeting rooms) via email. Furthermore, we recommend to check for possible geo-blocking before the conference.
- Getting the feeling of **being in touch with participants in the plenary sessions**: In Webex Events only the speakers are visible, “normal” participants cannot turn on their video. It was therefore difficult to get visual feedback.
  - ➔ Having a co-facilitator at a computer who interacted with participants and the facilitator on stage was a good solution from our point of view.
- **Getting in touch with participants**: At a digital conference, it is more difficult to provide information to participants, get feedback from them and be available for questions and problems than at an on-site event.
  - ➔ Before the conference we sent out a Practical Information Note with further information on the content and the technology to all participants. In addition, all information could be found in the app. Important information was also given on stage by the facilitators in the plenary session. Furthermore, we sent out instructions or the allocation to workshops and working groups via email.
  - ➔ We had a padlet board for feedback of the participants during the conference where we also shared some presentations.
  - ➔ By having the awareness person and chat moderator, the co-facilitator, and the tech support we tried to have contact persons for all issues during the conference.

## What ideas did we have that we could not try out?

There are a few more ideas that we were not able to implement or that arose from our evaluation of the conference that we want to share with you:

- Participants had to look for the right link to each programme point at the landing page. Ideally, each participant would have a **personal web-interface/platform** where they have all the links to the sessions they registered for or are interested in. Furthermore, having the videoconference-tool embedded in this site/tool would be an asset.



- **Side programme:** When we planned the on-site conference, we also had plans for side programme and evening activities. Some of the ideas were: guided tours through Berlin with different focuses (e.g. history of Sinti and Roma, lobbying and democracy, sightseeing on a boat), networking activities in relaxed atmosphere at an open air bar, a climbing wall at the venue, urban gardening, a celebratory dinner, live bands and DJs, yoga sessions, karaoke, pub quiz, but also free time for the participants to discover Berlin on their own
- There was the wish for more **possibilities to connect with other participants** besides our digital café (a meeting room for informal exchange). Ideas we had for this were having a separate communication platform for participants (e.g. <https://rocket.chat/>) or having a platform for informal gatherings and socialising (e.g. <https://www.wonder.me/>; <https://gather.town/>). Furthermore, ideas would be to create a digital group picture, have a padlet board where participants could introduce themselves and use social media (e.g. give some challenges to the participants or encourage them to post conference-related pictures)
- We were worried that participants would not attend the whole time because of too much **screen-time**. However, we got the feedback that it was okay because of the interactive formats. Nevertheless, it might be an idea to offer some sporting activities to loosen up (e.g. yoga session in the morning; asking participants to go for a walk).
- We are not sure how much interaction took place between participants and within delegations. To **foster interaction**, we took care that in each group of the world café ministry representatives and youth delegates from different countries were mixed. Moreover, it might be a good idea to have designated delegation time at a digital EU Youth Conference.

### Which other points came up in our evaluation?

Many points of our evaluation are already mentioned at other questions. These are some additional points:

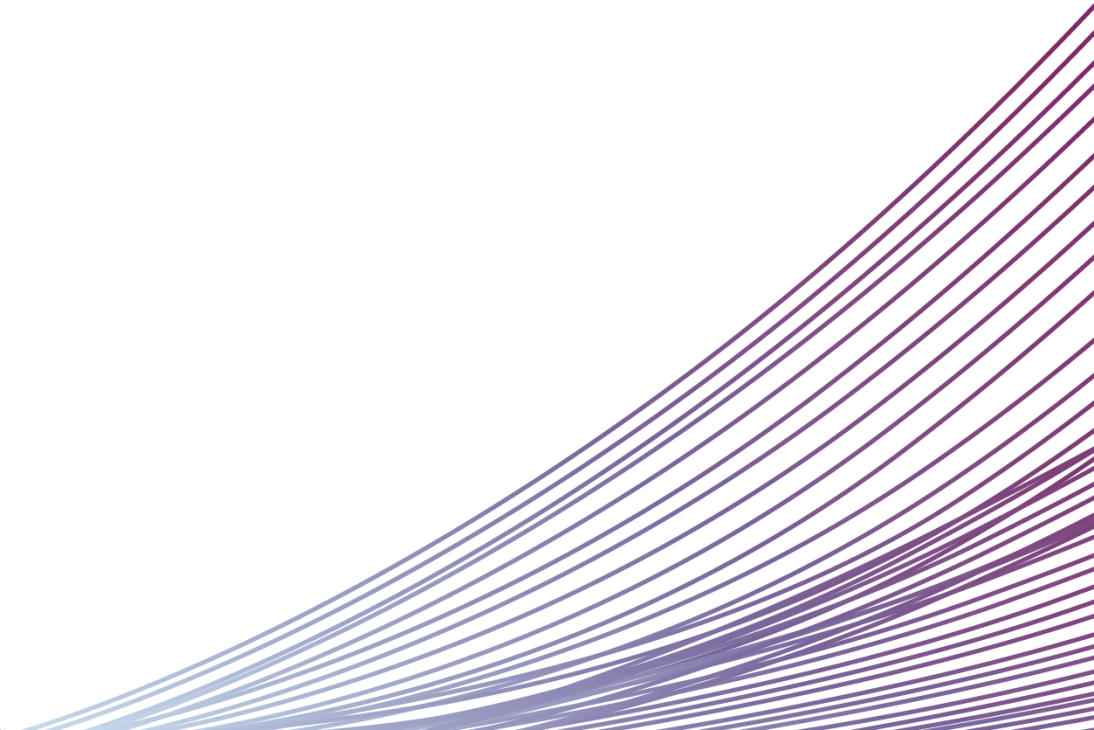
- It was good to create a "real" conference online and not online streaming of speeches. With the mixture of self-design by the participants (BarCamp) and predefined guiding questions (World Café, target groups, etc.) there was a good balance of freedom and creativity and yet the formulation of useful and targeted demands.
- Participants prefer physical meetings.
- Discussions and speeches should be only in English. The panel discussions with the minister were in German and English and simultaneously interpreted.
- Ministry representatives did not have clear tasks since the programme was designed mainly for youth representatives.
- It is important that a digital conference is also visually appealing by having nice presentations and visual elements and by including pictures and videos.
- It was very helpful to have the conference team on site. In addition, the technical set-up with the stage, co-facilitator space, etc. contributed significantly to the digital conference feeling. From our point of view, this conveyed a high level of





professionalism, which created a necessary sense of seriousness among the participants.

- Rehearsals: Make sure everyone is on the same page, especially for official parts. Nevertheless, not everything should be planned down to the last detail and facilitators need some freedom – allow some flexibility. Furthermore, it was helpful that the conference team were on-site a day earlier and could practice the digital interaction in a kind of dress rehearsal.
- It was useful to have a preparatory online session for the participants a few days before the conference as a technical “dress rehearsal” for the tools used as well as brief introduction to the programme of the conference. It was fun and we could show that the conference would be interactive and we would take care of participants and their needs.
- Consider whether it is useful to register for workshops in advance. Dividing the group is not as easy online as offline. All details and information and links should then be sent out before the conference.





# Harvesting and outcomes

In order to ensure that the outcomes are documented, a harvesting concept was developed on the basis of which 10 harvesters (the harvesting team) documented all the discussions and summarised the outcomes of the conference. They were supported by one of the facilitators who was “head of harvesting”, and by one person of the DBJR staff who was responsible for all volunteers. The harvesting team itself consisted of young people only. This enabled young people to be involved in all levels of the process: harvesting, clustering and summarising the outcomes.

## Why did we have a harvesting team?

The harvesting team had two objectives:

1. Harvesting of all the topics and ideas discussed to put them into the Harvesting Summary.
2. Clustering the discussions and ideas during the conference in accordance to the Targets of Youth Goal #9 for the Working Groups on Monday to have them as a basis for the formulation of the political demands.

By having young people take on the task, we tried to ensure that the harvesting team had a similar perspective as the participants. In this way, we wanted to prevent the documented outcomes from being unintentionally biased because of different background knowledge or context. That made a great difference to having the researchers as harvesting team

## How did the harvesting team work?

For the harvesting team it was important to **collect as much information as possible** throughout the entire conference. The harvesters took notes and observed the conference at all times and collected information from the tools (Mentimeter, Padlet, Yopad) which were used during the discussions. Furthermore, participants were asked to document the outcomes using templates and guiding questions for some programme points (e.g. for their BarCamp sessions).

To **cluster and summarise the outcomes** of the discussions and the different methodological parts of the conference, daily harvesting meetings were held. All written outcomes were worked through and discussed by the harvesters. An evaluation or rating of the outcomes was not a part of the clustering and summarising process.



On the last day, two harvesters presented the clustering and the outcomes from the preceding three days of the conference to the participants. Additionally, the harvesters clustered the ideas and demands according to the Targets of Youth Goal #9. All **participants were thus given the opportunity to add to and correct the clustering** if deemed necessary. This is even more important because participants need to know what is being taken away from the conference.

For each session, it was decided which person from the team would take on which task, and what the purpose of the harvesting process was in each case. A **harvesting plan** was prepared for this. The following figure shows an excerpt:

## Harvesting Plan

Version 29.09.2020

Friday					
Time	Session	Purpose of Harvesting Process/ Objectives of Harvesting	Who is going to benefit or use the harvest?	Roles & People	Tools used
14:30	Arrival of participants				
15:00	Welcome by DBJR presidents		<input checked="" type="checkbox"/> Facilitators <input checked="" type="checkbox"/> Harv. Summary <input type="checkbox"/> BarCamp <input type="checkbox"/> Dialogue <input type="checkbox"/> Target Groups	2 Harvesters  Notetaking:  Summarizing:	Input: Mentimeter  Output: Harvesting summary
15:10	Handover to facilitators - Introduction	<ul style="list-style-type: none"> <li>☞ Capture the composition of the conference (demographic, etc.)</li> <li>☞ Check on participants' expectations</li> <li>☞ Inform everyone about the goals of the conference</li> </ul>	<input type="checkbox"/> Facilitators <input checked="" type="checkbox"/> Harv. Summary <input type="checkbox"/> BarCamp <input type="checkbox"/> Dialogue <input type="checkbox"/> Target Groups		
16:30	Break & Arrival Youth Minister				
17:00	Speeches by DBJR and Youth Minister	<ul style="list-style-type: none"> <li>☞ Placement of priority topics by speakers</li> <li>☞ Introduction to the debate of YG #9</li> </ul> <p>Guiding Questions:</p> <ul style="list-style-type: none"> <li>- Why is the conference important?</li> <li>- What does the conference have to do with do with democracy?</li> </ul>	<input checked="" type="checkbox"/> Facilitators <input type="checkbox"/> Harv. Summary <input checked="" type="checkbox"/> BarCamp <input checked="" type="checkbox"/> Dialogue <input checked="" type="checkbox"/> Target Groups	3 Harvesters  2 x Notetaking:  Input-Observer:  Summarizing:	Input: Chat Mentimeter

Figure 1: Excerpt of the harvesting plan of day 1

### What should be taken into account for a harvesting concept?

Depending on the desired output of the conference, a harvesting concept has to be developed individually. On the basis of our conference, we can recommend the following:

- Make the harvesting process as **transparent** as possible. At our conference, we had some team members explain their work in one plenary session.
- The team should be as **neutral** as possible.



- Have a harvesting team consisting of **young people**.
- Create a **harvesting plan** that defines what you want to get out of each session. If possible, the team members should be provided a sheet for the harvesting.
- Have a person in your conference team that is **responsible for output** (Harvesting, Council Conclusions, ...).
- Whenever possible try to provide **pre-clustered templates** and/or questions for the participants of the working groups. The templates facilitate the process of collecting and organising the results and can therefore speed up the process.
- Make sure that the harvesting team has enough **break-time** in between sessions, since their task is really important.
- Provide guidance on the style and format and content (**guiding questions**) in which the outcomes should be summarised so that it is easier to be clustered and formatted.
- Give the team some (paid) **time after the conference** in order to reorganise their notes and to get together on the evening of the last day of the conference.
- If possible foresee **sufficient preparation time and training** in a youth-friendly environment so that all members of the team are at the same level, when starting their work at the conference.

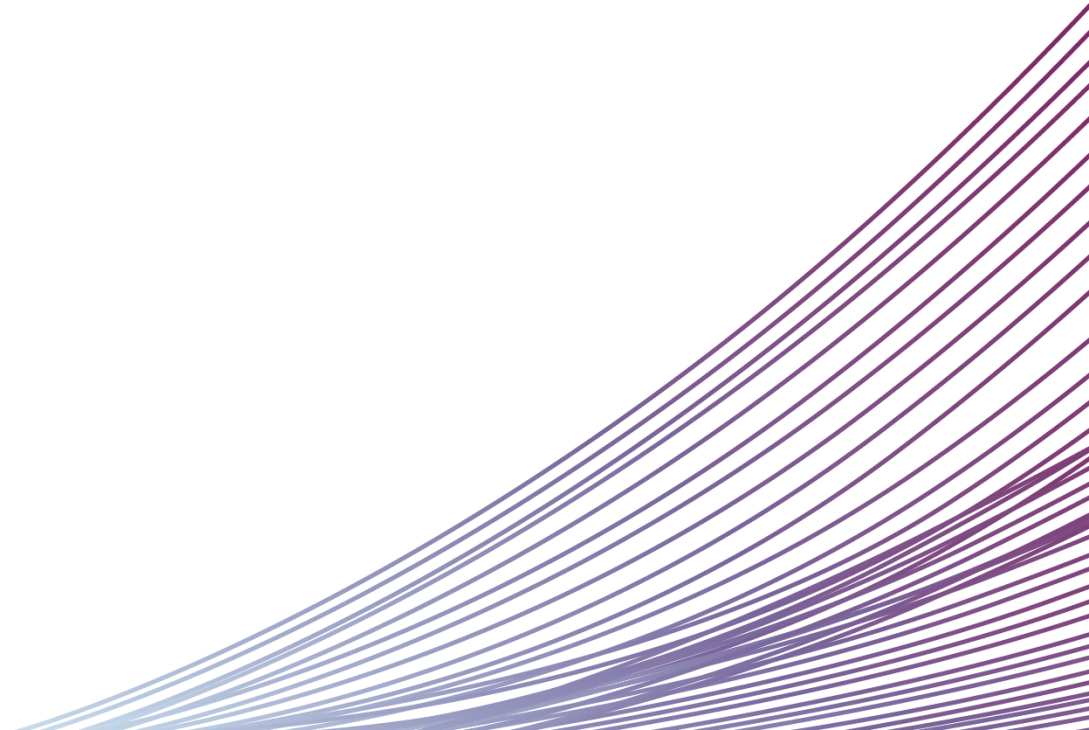
### How are the outcomes of the conference being used?

The outcomes of the conference can be used by participants as well as by anyone else. It is crucial that dialogue outcomes as well as the overall results of the conference will be

- transported into political decision-making processes;
- forwarded to and discussed with local, regional and national decision-makers;
- used by all National Youth Councils in their lobby work.

Furthermore, the outcomes will play an essential role in the cycle of the EU Youth Dialogue. From our point of view, it is crucial to have results being effective and being used.

To accompany these processes, several publications were produced documenting the results of the EU Youth Conference. They can be found here: <https://go.dbjr.de/euyc-harvesting>.





# Communication

The concept of communication is a very broad one and includes many different areas. It already starts with the question of what all belongs to the communication of an event. We also asked ourselves this question at the beginning of the project and found that there can be many different ideas about this. Communication can be considered either in the temporal phases of the project or in the different levels. We have decided to divide our communication experience into two main parts: internal and external communication.

In this chapter, we will share our experience on the communication with our target groups and the external appearance of the event, i.e. the same design for the recognition effect. An important part of our communication has been to convey knowledge of the complex EU content to young people. We would like to describe this in more detail using our explanatory videos and graphics. In addition, the section will be about the communication media used: we created an app and used many photos. We will go into less detail about the website and the mail contact with the participants. Nevertheless, these were important factors in the communication, especially in the pandemic-related digital times. We will conclude the communication chapter with a few final words regarding the challenges.

Communication was a joint task between the German Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (BMFSFJ) and the German Federal Youth Council (DBJR). Many tasks were carried out by us in close consultation with the ministry and especially its division for public relations. In the following, we do not focus solely on our work, but also report on tasks in which the Ministry was involved in a leading role.

## How did we start planning the communication strategy?

As with many areas, project planning is useful at the beginning. We started designing and discussing a communication strategy with the whole team. When creating a communication strategy for the youth conference, the following questions are interesting and important:

- What **communication channels** do you have available?
- Who is your **target group**?
- What is your **budget**?
- **How many people** can take care of the communication?
- How much **time** do you have available?
- What is most important in the communication for the event? Where is the **focus**?

In our experience, it is important to take time for all these aspects at the beginning, especially defining concrete communication goals. Discuss with your team what is possible and what is not feasible due to the resources available. In addition you might want to talk about good and





bad experiences regarding communication? What prior knowledge of event communication already exists in the team or company? What can be built on? What are the wishes regarding communication?

### What were important findings in internal communication?

For us, internal communication means communication within the team, but also within the organisation. This can also mean communication with project partners if they are part of the project team. In our case, there was communication within the DBJR and close cooperation with the BMFSFJ.

When we started, we looked more closely at the following questions about the **structure and communication processes**:

- What are the existing communication channels in the organisation?
- Which of these can be used?
- What additional communication platforms or organisational tools are needed?

We decided to choose **short and easy communication channels** that could be accessed easily by the whole team (chat and e-mail). We defined a common “language” for everyday work within the team (Where is a formal form of address needed, where not?).

It was also important to think about **information flows and knowledge management** to clarify the following questions:

- What is communicated where?
- Who needs which information?
- Which communication channel is best for what?
- How can we keep an overview of the rapidly growing flood of information and data?

Based on our experience, we would like to share the following considerations:

- **Distinguish** between current **information** and information that could still be important later.
- Keep the **amount of communication channels** limited. The more different ways of communication there are, the quicker information might get lost or you might have to search longer to see where you can find that information.
- In our experience, communication in particular can be very time-consuming and therefore take up a lot of resources. Think about how you can make internal communication **as effective as possible**.
- It is important that no information is lost. Decide on a form of **protocol and a storage location**. We worked with an online cloud where all documents were stored live. So everyone had access to the documents at the same time. This also means that people



could work on documents at the same time and therefore precise agreements were important.

- Also consider at all times that you are able to **substitute for colleagues** in the project team. The better you are informed of each other's situation and know where information is stored and where you can find the latest information, the better. For example, we had weekly team meetings to discuss the current state and to clarify open questions. So we were all always up to date and could also stand in for colleagues at short notice.
- The bigger the team, the more communication can take place. For us it was helpful to define the **reconciliation loops** and possibilities for feedback for the different tasks in each case.
- Define at the beginning the **role and responsibility of each team member and how decisions are made**. It can be also helpful to review the roles from time to time.

### How did we you reach our target group: the participants and others?

When creating the communication strategy, the target groups were directly determined. At the EU Youth Conferences, the focus is on young people. They are the main target group. In addition, political decision-makers are an important target group, as well as partly the general public. All the time, communication and dialogue at eye level is important. The young people's voice should be emphasised all the time. For us as DBJR, it was important to inform and involve our member organisations.

In order to be able to guarantee communication that is appropriate for each target group, the following aspects were important for us:

- **Knowing our target groups** to reach them effectively with our communication.
- **Target group-specific communication:** Even though at first glance the focus was on the youth, there were also many other people who should be reached. That's why it was important for us to check exactly which **different target groups** there are. We needed different content and ways of addressing them. A good solution can be that you decide to use certain communication channels for certain target groups. In this way, you can choose a target group-specific approach and still cover all needs.
- **Reach young people:** Where are they in terms of communication? Which communication channels do they use? Do they spend a lot of time on social media platforms or do they like to use websites? Having these questions in mind, we decided to use the social media channels Twitter, Instagram and Facebook that were already available to reach out to young people.
- Distinguish between **important information** about the event and interesting additional information. Important information can also be placed in the form of formal cover letters, while additional information is also welcome online. Right before our conference, there was an official, important mail that was sent to all participants. Simply posting some information on social media would not have been enough here.



It was about access data, important contact persons and was very extensive. Behind-the-scenes glimpses, on the other hand, lent themselves very well to social media contributions. In addition, there were small reminders for registration deadlines every day, which simply popped up within an app as a push notification.

### What role did corporate identity (CI) and design play for our conference?

We wanted a **recognition value** so that the target group would know directly when the communication is about the one event. A uniform look can be very helpful in communication and provide orientation. Since the CI will accompany you all the time, not only during but also after the conference, it is worth investing a little more time in it. Although tastes differ, it makes sense to choose a design that fits the context of the event. This means the colours, but also the creation of the logo and that the entire layout fits together and is coherent.

In addition, consider **barrier-free communication**. You want to make sure that your communication reaches as many people as possible. The topic of barrier-free creation also plays an important role in design and layout issues.

Our recommendation is: Less is more. **Clear design guidelines** can make your work easier later on. The more complicated the design becomes, the more difficult it can be to work with it and transfer it to different media and channels and formats.

It can be helpful to get **professional people or even agencies** to help, if the financial budget is available. At this point, however, it should also be said that communication with agencies or external service providers can take up a lot of time. In the best case, it takes time away from you, in the worst case, there are many correction loops because mistakes are discovered again and again or your wishes are not implemented perfectly. Therefore, our recommendation is to ask around in your own network or among colleagues who you can specifically recommend and with whom the work went very well.

### Why and how did we create the explanatory videos?

We have created three explanatory videos, each in German and English. They are about the Council of the EU Presidency, the EU Youth Dialogue, and the EU Youth Conferences.<sup>5</sup> The aim was to convey knowledge to the participants as well as to our member organisations and the public. For this purpose, short explanatory videos are a popular means of communication, as they can clarify complicated content simply and quickly. To hold the viewer's attention, they

<sup>5</sup> You will find the explanatory videos here: <https://www.dbjr.de/en/article/erklavideo-eu-ratspraesidentschaft-und-jugend/>, <https://www.dbjr.de/en/article/erklavideo-der-eu-jugenddialog/>, <https://www.dbjr.de/en/article/erklavideo-eu-jugendkonferenz/>.



should not be too long and therefore the content also needs to be limited. To ensure that the videos can also be used in the long term and by other organisations, we kept them rather general and did not focus too much on the German Council Presidency.

From our point of view, the work we put into the creation of the explanatory videos was worth it. We were all the happier when the clips were well received by the participants during the conference and were able to liven up the event.

### How important were illustrations and visuals for the digital conference?

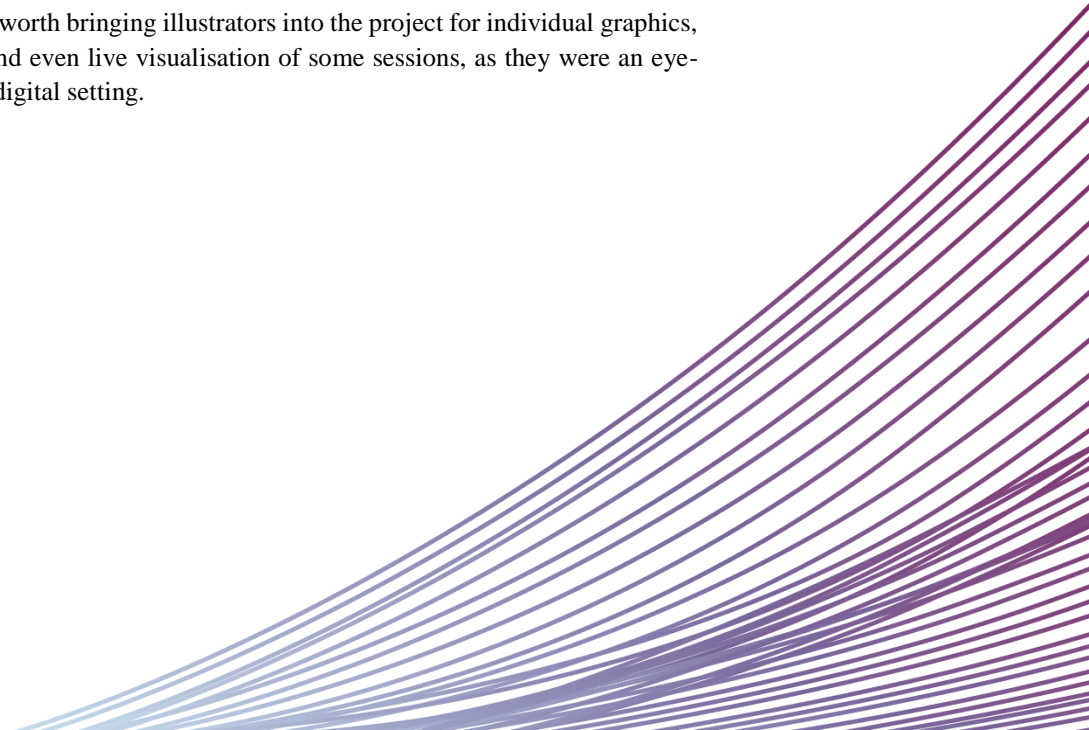
Due to the digital implementation of the conference, the visual design of the conference was even more important. We knew it would be challenging to get photos during the conference. So we came up with the idea of visually accompanying the process and the harvesting of outcomes. In addition, we wanted to add variety and a personal touch to the accompanying presentation slides on the screens.

We commissioned many small figures in different scenarios, e.g. to introduce the teams involved and contact persons during the conference. Drawn situations can be a good option if you don't have photos to use yet, but already want to introduce the people. We used other drawings for the different project phases in the schedule, e.g. icons for breaks, group phases and certain methods. In addition, we have created infographics for the whole process of the conference, what happens to the outcomes afterwards. Thus, complicated issues can be presented in a simple visual way.

For the simplified presentation of complex content, it is important to have at least one person in the team who is able to simplify this process. It is important that the person actually understands the complicated issue in order to be able to break it down in terms of content.

At the digital conference, we used a lot of these drawn visuals in the presentation slides, but we also used them a lot in the publications afterwards. This gives us an additional recognition value through the same style and thus also appeals to visual people who are more attracted to visual content. Because we were able to buy CC0 licences, we also have the possibility to use these visuals after the conference.

From our perspective, it was worth bringing illustrators into the project for individual graphics, large explanatory graphics and even live visualisation of some sessions, as they were an eye-catcher and loosened up the digital setting.





## Why did we decide on an additional app?

In the age of smartphones, it quickly became clear to us that an additional app could be very practical for the conference. When planning a live event on site, we wanted an app for the room plans, meal plans and additional information. The app should avoid us having to print out all important information in terms of sustainability. In addition, we wanted to be able to reach participants at any time for important information and quick changes. By implementing the event digitally, we adapted the app with its functions. From the beginning, it was important that the app could also be accessed via the web browser.

By choosing a mobile app, we created an additional channel in order to communicate with participants. Various functions and options can provide important information to everyone using the app. We had the following categories:

- **News:** Any short-term changes of programme, working groups etc. can be communicated via the app. In addition to a news board you may send push notifications for important updates.
- **Agenda:** The conference schedule can be displayed in a clear fashion. You can also provide direct links to online meeting rooms and additional information on e.g. guest speakers or work shop content.
- **Twitter wall:** The app may include a social media wall with live postings from Twitter & co. that use the conference's hashtag.
- **Additional information:** You can provide further readings on specific topics, e.g. the EU Youth Dialogue or the European Youth Goals. People might enjoy learning about these things via a few clicks in an app rather than through long pamphlets.
- **BarCamp, open sessions:** In case you chose open sessions and/or a BarCamp to be part of your conference, the app is the perfect place to give an overview over sessions, workshop spaces, time tables etc.
- **List of speakers:** Information on guest speakers, facilitators, political guests etc. may be combined with a picture of each person. This way it is easier for participants to keep track of the different people involved during the online event.
- **Web links:** Offer further links to social media, landing page and other important pages.
- **FAQ:** The frequently asked questions may be updated during the conference and save you some e-mails.

In addition, we would like to give you a few tips if you are considering using an app:

- The app itself should be **accessible** for different types of mobile operating systems (android, iOS) as well as via web browser. This way you can make sure, people without a smart phone may get all the information needed.
- The **programming** of the app should probably be done by an agency. Make sure to have editorial access though. Only then you are able to change content yourself which is especially important for short-term updates and last minute changes.





Consider beforehand what you want to use the app for and whether it is worth the extra time to use an additional medium. In any case, it can be very practical, but it can also mean that far too many channels have to be used. Here, too, the phrase: less is more applies.

### What is important to consider when taking photos of the conference?

Photos are important to capture special moments for all participants, but also for documentation purposes afterwards. They depict the event and, as we all know, pictures are worth a thousand words. This makes it all the more important to take a close look at the subject of photos.

The EU Youth Conferences in particular focus on young people. This should also be the case with the images. Especially if photos are commissioned and taken by a photographer, it is important to clarify the following questions beforehand:

- **Who takes the photos?** With which eye is the photographer looking at the situation? What will the photos be used for afterwards? Which motifs are needed?
- In the case of cooperation, agree in advance whether there is a joint photographer and whether the **right to use the photos afterwards** can be transferred.
- Sort photos directly by time or programme for later use
- The right **amount of photos** is relevant, because the more photos are taken, the more choice you have at the end for further use in reports and further publications. If too few photos are taken, it can mean that hardly any material can be used. Therefore, we recommend finding a good balance and not taking too many photos, but also not too few.

As our conference was digital, we focused on “behind the scenes” photos and photos with the international and political guests. Furthermore, we had an illustrator creating visuals on the content of the sessions (see: “How important were illustrations and visuals for the digital conference?”).

### What were challenges regarding communication?

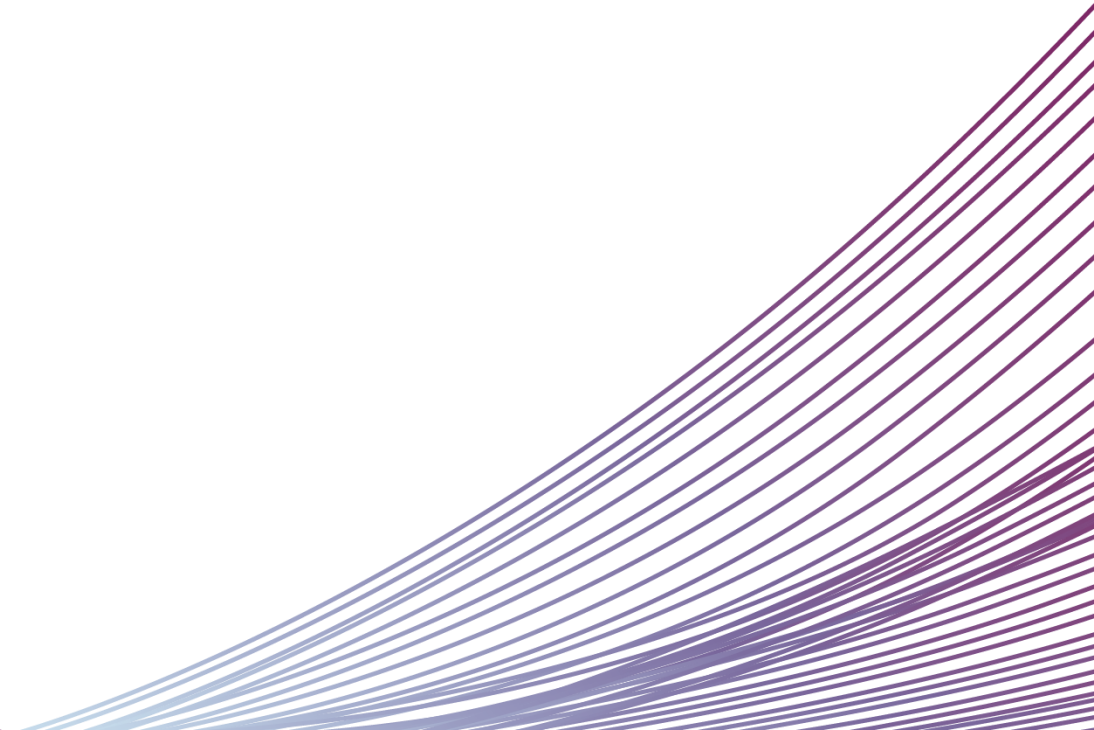
Don't be disappointed if communication concepts don't work out as planned. Something can always come up. Especially with digital events, the technology factor plays a role. Although we were a very experienced communication team, we were equally surprised by the unforeseen pandemic and had to change previous plans. Our previously planned communication strategy had to be completely changed. First into a hybrid form, then into a completely digital one. Of course, this had an enormous impact on the entire communication.

As a small insight into the first strategy: We wanted to expand our communication team on the ground with young people to capture the view from their perspective more. Interviews were



planned for different formats, in the form of videos, but also as audio tracks. On site, we wanted to create space for interaction and content-related exchange by planning stands for specific projects to present them. Screens with presentations were drawn in the first floor plans of the location. The use of the app would have had completely different possibilities with an on-site event. The typical press material such as postcards, flyers, stickers and giveaways were planned at the start of the project. In the end, we limited ourselves to the masks for the people on site. You see, originally the communication strategy looked quite different. The art is to be able to break away from this and to develop new ideas and to be able to deal with new situations and new conditions quickly.

We want to encourage you to **stay motivated**, even if not everything goes as planned in the beginning. It is often the case that the participants know nothing about all the plans and in the end they can still be totally happy and satisfied. We as a media team learned a lot at the conference and are always amazed how new situations can lead to such a rapid increase in knowledge and expertise.





# Infrastructure

As we originally planned the conference taking place physically, we also have taken some thoughts into the infrastructure that we want to share.

## What is important when choosing the venue?

Finding a suitable location was a significant task. From our point of view, the following point should be considered when choosing a venue:

- **Sustainability:** Environmental standards, economical use of energy, green electricity, efficient heating and no/"green" air-conditioning system;
- Good connection to **public transport**
- **Accessibility** of venue: It should be accessible to people with disabilities (barrier-free)
- **Social standards:** Fair pay for employees and service providers
- **Hotels** for participants **nearby** (ideally <10 min walk)
- **High speed wifi** – especially important for a digital conference
- **Several rooms** for working groups

## What is important with regard to the design and equipment of the venue?

When we **originally** planned the conference, we tried to design the venue according to our needs. The following was important to us:

- A modern, youth-friendly atmosphere (by using different types of furniture, plants, colourful)
- Having participants grouped around tables in front of the stage, not just rows of chairs
- Enough rooms with appropriate equipment for working groups (moderation material, pin boards, flipcharts, screens, etc.)
- Areas with lounge furniture for informal conversations
- Sufficient power sockets and charging facilities for mobile devices

When the conference was changed to a **hybrid format**, the following points moved into our consideration:

- Seating that allows for different and flexible working methods and complies with COVID-19 safety measures
- Rooms with appropriate equipment for hybrid working groups (screens, laptops, webcams, microphones/headsets, loudspeakers, sound insulation between rooms)
- Having people to operate and react in case of technical problems
- Technical possibilities for including digital participants in plenary sessions



When it was decided that the conference would be held **digitally** and only the conference team would be at the venue, the focus was on COVID-19 safety measures (see “What safety measures have been taken with regard to the COVID-19 pandemic?”). Furthermore, it was important to have the necessary technical infrastructure (broadband internet, equipment for streaming, digital rooms, hardware for the conference team, etc.) and we decided to have the concept of the co-facilitator (see “How was the conference moderated?”)

### What did we look for in catering?

With regards to catering, the following points were important for us:

- Provision and preference of vegetarian and vegan offers
- Provision of animal products from species-appropriate, ecological husbandry
- Provision of regional and seasonal foods from ecological agriculture
- Consideration of special needs of participants, e.g. due to religious beliefs or allergies
- Use of reusable tableware, cutlery and glasses
- Provision of water fountains and refillable beverage containers
- Possible donation of leftovers to food banks or foodsharing

### What is important regarding the means of transport?

We had the following considerations regarding the means of transport:

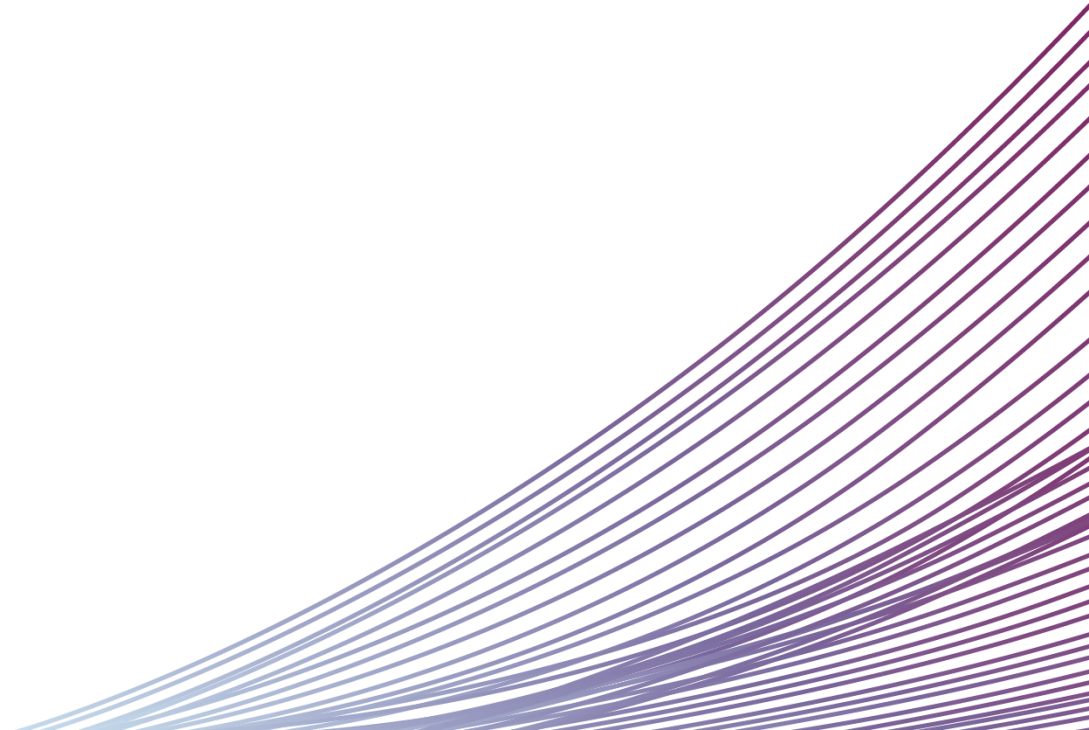
- Preventing that Youth Delegates have to advance their travel expenses
- Giving preference to environmentally friendly travel options even when there are price differences and encouraging participants to use them
- Reimbursing travel options that are emission free (e.g. bicycle)
- Allowing participants to travel flexibly (even a few days before the conference)
- Giving free public transport tickets to participants
- Providing information about public transport at hotel and venue
- Providing rental bikes, cargo bikes and bicycle rickshaws
- Calculation and compensation of unavoidable greenhouse gas emissions
- All these points concern not only staff members.

### What safety measures have been taken with regard to the COVID-19 pandemic?

As the pandemic is quite dynamic, circumstances change and laws differ from place to place. Therefore, we cannot give general advice on what measures should be taken, but only report from our conference.



Since the conference team came together at the venue, a **concept with several hygiene and safety measures** was developed. It included taking the temperature of every person before entering the venue, keeping a distance and wearing a face mask at all times except at the workplace. Each person was assigned a specific workplace where meals were also taken. On stage, persons did not have to wear a face mask but had to keep distance from each other. Everyone had their own microphone, which was sanitised after use. Furthermore, some of the few people who came from abroad had to be tested for COVID-19 when coming to Germany.







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