



## Check List for Millennium Express events

If you have an idea for a *Millennium Express* event and would like to realize it together with your classmates at your university - or even in cooperation with another postgraduate course of our programme - this is a guideline on how to proceed:

- Most important: get in touch with your course coordinators and gain their support. They will need to handle the formal DAAD funding-application.
- Make your fellow scholarship-holders commit to the plan and build an Organiser-Team
- Write a first **proposal**-draft of the idea and send it to DAAD ([hillmann@daad.de](mailto:hillmann@daad.de))
- Discuss the **budget** with the course coordinator
- After approval, finalize the outline and send the detailed proposal and a budget plan to DAAD, including
  - A description and background of the topic
  - Format of the event, objective and expected output
  - Venue
  - Target group
  - A preliminary budget (budget limit € 15.000)
- The funding application must be sent by the course coordinator through the DAAD online portal 2-3 months before the event takes place
- Contact the actors, e.g. speakers ...
- Create a call for participation to all the courses you would like to invite and decide on how it should be circulated and how scholarship-holders should apply (e.g. should they contribute a paper, etc.). In the past, the invitation/call has either been sent
  - to the course-directors and coordinators by DAAD together with a support statement or
  - directly to the courses by the students
  - ❖ Another option would be to send it to the representatives of the last Network-Meeting and ask them to promote it among their fellow students

## Tips from Millennium Express alumni:

The following tips come from students who have organised a Millennium Express event in the past. This is what they thought may help you prepare your workshop:

- When agreeing on the topic, take into consideration the scope of the postgraduate courses; link it to topics discussed during the network meeting when it seems sensible
- Take care of the event date (consider exams and semester breaks). This is important to reach many different courses as our aim is to disseminate information to more participants from other courses.
- To ensure that you get the best value for your money, make reservations well in advance especially for accommodation (at least 6 months in advance especially if you are planning for the summer).
- Contact your speakers early as the more prominent your speakers are, the more difficult it will be to schedule your appointment.
- Don't hesitate to follow up emails with phone calls.
- Plan for back-up speakers.
- Plan for interactive sessions to keep your participants engaged in the workshop.