



Activity organisation kit



Purpose of this kit

This kit is for anyone who wants to organise an activity as part of Youth Talks, a consultation of young people from around the world supported by the Higher Education for Good Foundation.

It has been designed to offer all the elements necessary for the organisation of activities, from their preparation to their reporting (including their hosting). It also collects advice and good practice as well as more general information about the consultation.

Don't hesitate to seize this opportunity!



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More about Youth Talks

Youth Talks is a collective reflection on the expectations and ambitions of young people. It is the beginning of listening, discussing and becoming aware of the place of young people in the common good.

It is aimed at young people from all over the world aged between 15 and 29, and questions their vision of the future, the challenges to be met and the sacrifices to be made in order to build this future, and the education required for tomorrow's world.

By giving a voice to young people, this consultation aims to provide food for thought in rethinking the educational models of tomorrow.

And how?

All young people aged 15-29 from all over the world are invited to contribute through two different methods: the online questionnaire and the activities. It's of course possible to do both!

To access the questionnaire, simply go to the youth-talks.org/survey platform. The activities can be organised by anyone who so desires by using this kit. They will allow us to collect different content from the questionnaire and to reach a wider variety of participants.

When?

October 2022
Launch of the
consultation



March 2023
Closure of the
consultation



May 2023
Publication of the
summary

The partners

This initiative is supported by many partners. To find out more, visit youth-talks.org

The 4 possible formats

We wanted to offer you many ways to get involved in the organisation of an activity, depending on your tastes and preferences. This kit gives you all the necessary elements to prepare 4 different activity formats. It's up to you to choose which one you want to host!



Street interview: In this activity you are invited to interview passers-by and ask them the consultation questions.

Preparation time: 5 minutes

Activity time: from 15 minutes to several hours



Stand: the aim of this activity is to disseminate information about the initiative and to encourage people to participate.

Preparation time: 30 minutes

Activity time: from 30 minutes to a full day



Conversation workshop: by organising this workshop, you bring together participants to exchange and discuss one or more issues related to the consultation in groups.

Preparation time: 15-30 minutes to prepare for the workshop, time to recruit participants as necessary

Workshop time: 1h



Creative workshop: this activity leaves room for the imagination! The participants in this workshop will be asked to create an artistic work based on a set of instructions (story, sculpture, fresco, etc.)

Preparation time: 15-30 minutes to prepare for the workshop, time to recruit participants as the workshop progresses

Test: which format to choose?

Test: which format to choose?

You'd like to organise an activity but you don't know which one to choose? Certain types of activities will be more or less suitable depending on your skills and availability. We've prepared a test to help you decide. Don't forget that it's always possible to organise several activities!

What interests me the most?:

- A. Creating, innovating
- B. Exchanging, discovering
- C. Teaching, transmitting
- D. Discussing, debating

In general, I like:

- A. Building or inventing things
- B. Meeting new people
- C. Decorating spaces
- D. Reinventing the world with my friends

My best attribute:

- A. I have a strong imagination
- B. I am curious
- C. I am a teacher
- D. I can adapt to any situation

I want to:

- A. Work with a few participants
- B. Chat with passers-by
- C. Inform many people
- D. Listen to participants discuss

My availability:

- A. I have several hours available
- B. I'm not sure how much time I have
- C. I can reserve a half-day
- D. I can reserve 1 hour and some preparation time

I would like to develop:

- A. My ability to conceptualise
 - B. My people skills
 - C. My organisational skills
 - D. My ability to lead a discussion
-

IF YOU HAVE MORE THAN A

We recommend the creative workshop! Find more information on page 13

IF YOU HAVE MORE THAN B

We recommend the street interview! Find more information on page 6

IF YOU HAVE MORE THAN C

We recommend the stand! Find more information on page 8

IF YOU HAVE MORE THAN D

We recommend the conversation workshop! Find more information on page 10

Organise a street interview



FORMAT AND OBJECTIVES

- **Meet young people** on the street to ask them the questions in the questionnaire
- **Reach more** potential **respondents**
- **Offer the opportunity to participate** to people who don't feel comfortable with written answers or digital tools

TIME REQUIRED

Free, depending on your availability

THE EQUIPMENT YOU NEED

A **charged phone** with an **internet connection** (mandatory), an **power bank** (useful)

THE COURSE OF THE ACTIVITY

1. Go to a **place of your choice, with people present** (e.g. a park);
2. Speak to **passers-by**;
3. Explain **the initiative in a few words** (you can use the communication kit) and propose that they answer the questionnaire with you;
4. If they agree, go to youth-talks.org/survey/en **from your phone's private browser**. Then ask the questions one by one and fill in the answers (you don't have to make sentences). Don't forget to go to the next line after each idea!
5. When finished, thank the person and find another participant

SOME ADVICE

- Approach passers-by in a **polite and friendly** manner
- Quickly present the project to **create interest**
- If the person does not seem interested, **do not insist**
- **The choice of location** is crucial: it is better to be in a place where people are not in a hurry (a park, a festival, in front of a university, etc.) rather than a place where people are passing through

Organise a street interview



CHECKLIST

BEFORE THE ACTIVITY

- I charged my phone
- I prepared the link youth-talks.org/survey in **private browsing**
- If I'm an ambassador, I entered my street interview by sending a message on the #activities conversation on Discord
- I found a place to set up my street interview and checked that I was allowed to be there

DURING THE ACTIVITY

- I stand in the chosen place
- I log in to **private browsing** to be able to complete several questionnaires in a row (otherwise, previous answers remain saved)
- I fill in the participant's answers (one idea per line)
- I thank the participant for their time

AFTER THE ACTIVITY

- I fill in the questionnaire "Report my street interview" in the "[Activities](#)" space on youth-talks.org, where I can post a photo and share some feedback on the activity's progress

Organise a stand



FORMAT AND OBJECTIVES

- **Publicise Youth Talks**
- **Encourage passers-by to participate**, especially by answering the questionnaire
- **Inform potential participants**, answer their questions
- **Assist** them in filling in the questionnaire

TIME REQUIRED

Preparation: 30 min
On site: 30 min to 4 hr
Report: 10 min

THE EQUIPMENT YOU NEED

A table, a computer, printed materials (they are in the communication kit)

THE COURSE OF THE ACTIVITY

1. Once you have found a **venue**, obtained **permission** to set up there and established a **date**, go there a little early to have time to set up everything: table, posters, music if you wish, etc.
2. **Ask** passers-by to take a look at stand
3. Introduce the initiative to interested passers-by, **answer** their questions
4. Encourage them to **answer the questionnaire** on youth-talks.org/survey (you can even offer to answer it with you in street interview style (see previous pages)).
5. Don't hesitate to invite them to **join the ambassador network!**

SOME ADVICE

- If you are in a Youth Talks partner organisation and **need to print content** (flyers, posters, etc.), please contact your contact person directly
- You can ask other people to run the stand with you: it's more fun and you can take turns
- Feel free to **set up and decorate your stand as you wish!** The most beautiful stand will get a prize at the end of the consultation 🏆

Organise a stand



CHECKLIST

BEFORE THE ACTIVITY

- I found a place to set up and **asked for permission to set up** in advance (town hall, university, etc.)
- I selected from the [communication kit](#) the content I wanted to share (posters, flyers, etc.) or created my own visuals according to the Youth Talks graphic charter
- I have **printed the content** I wanted to distribute
- I have obtained a computer (along with its battery!) to project content or show the website of the initiative
- If I'm an ambassador, I've informed others about my stand by sending a message on the #activities conversation on Discord
- I have possibly found one or more people to run the stand with me

DURING THE ACTIVITY

- I arrive early to set up my stand
- I inform visitors and encourage them to complete the questionnaire
- I take a picture of my stand
- If possible, I note the number of visitors

AFTER THE ACTIVITY

- I fill in the questionnaire "Report on my stand" in the "[Activities](#)" area on youth-talks.org, where I can post a photo and share some information about how the activity went

Organise a conversation workshop



FORMAT AND OBJECTIVES

- **Propose a way to participate** in Youth Talks which is complementary to the online consultation
- **Have the participants exchange in a group** about the topics of the consultation
- **Be part of a global approach** to imagine the world of tomorrow with young people

TIME REQUIRED

Preparation: variable
Duration of the workshop: 1 hr
Report: 20 min

THE EQUIPMENT YOU NEED

Pens, paper, post-its, possibly a board or computer if you are doing it online

THE COURSE OF THE ACTIVITY

1. Gather the participants, organise a quick round table discussion and introduce the Youth Talks initiative;
2. Divide the participants **into groups of maximum 6 people** according to their number (a single group is possible);
3. **Assign each group a template** from the "template and Instructions" document available in the full activity pack. You can take notes of the discussions and make sure that everyone has a chance to speak;
4. You are in control of the time management: **remind** participants of the **schedule**;
5. At the end of the activity, **collect all the completed templates** so you can post them on youth-talks.org

SOME ADVICE

- To recruit participants, you can use the **communication kit**, post messages on social networks, ask other people to spread the word, etc.
- Remember to take photos to send to us!
- To facilitate the preparation and hosting of the workshop, don't **hesitate to form a pair** with a friend or another ambassador.
- Don't forget to set aside time to **report back to youth-talks.fr**



CHECKLIST

BEFORE THE ACTIVITY

- I **communicated** via the internal channels of my university / organisation (mailing list, intranet, etc.) and social networks
- I have created a **registration** form to track participants (we recommend Google form or Eventbrite)
- I have found a space and obtained **permission** to use it for my workshop (e.g. a room in a university, a café, etc.)
- I sent an invitation reminder with the location and details of the event to the participants
- If I'm an ambassador, I've entered my workshop by sending a message on the #activities conversation on Discord

DURING THE ACTIVITY

- I welcomed the participants, organised a round table discussion and presented the initiative
- I divided the participants into groups and **distributed the templates**
- I **took notes of the discussions** to complete the information written by the participants on the templates
- I asked the participants for permission to **take a photo of the workshop**, which I will send with my report on youth-talks.org

AFTER THE ACTIVITY

- I **reported all the templates** completed by the participants on youth-talks.org
- I sent a **message of thanks** to the participants



REPORT THE WORKSHOP ON THE PLATFORM

In order to ensure that the ideas which emerge from the workshop are taken into account, it's important to report on the platform

Step 1

I log on to youth-talks.org/activities.

Step 2

I select the workshop I organised (here "Report a conversation workshop").

Step 3

I fill in the general information about my workshop.

Step 4

I answer all the questions on my workshop template, making sure to separate each idea into a different answer line

Step 5

If I have one with the permission of the participants or unidentifiable participants (e.g. from behind), I import the photo of my workshop.

Step 6

I can finish by adding any comments.

Step 7

I have completed my report, I can now download my organiser's certificate.

Organise a creative workshop



FORMAT AND OBJECTIVES

- To propose a type of participation in Youth Talks based on creativity and the production of a work: written narrative, drawing, exquisite corpse, sculpture, theatre sketch, etc.
- Imagine the future of youth in an original and artistic way
- Promote productions

TIME REQUIRED

Preparation: variable
Duration of the workshop: 2 hr
Report: 20 min

THE EQUIPMENT YOU NEED

Paper, pencils and markers, post-its, and if necessary materials adapted to the format of the work to be created

THE COURSE OF THE ACTIVITY

1. Go to the location you have chosen for the workshop to set up all the necessary equipment or log in beforehand;
2. First workshop sequence: **the inspiration**. Show [this video](#) to the participants (remember to set the subtitles)
3. Share the workshop instructions (they are in the info pack)
4. Divide the participants into several groups (3 to 6 people per group), depending on the number of people;
5. Give a **production time of 1 hour 15 minutes** to give participants time to make their creation. Don't hesitate to check that everything is going well and to let participants know how much time is remaining
6. Finally, use the last 30 minutes for each group to present their content. You can also bring in an audience!

SOME ADVICE

- In this activity format, participants often want more time to complete their production. Anticipate this in your organisation!
- Check that the participants aren't stuck all throughout the workshop!

Organise a creative workshop



CHECKLIST

BEFORE THE ACTIVITY

- I have found a room or space to organise my activity
- I **communicated** via the internal channels of my university / organisation (mailing list, intranet, etc.) and social networks
- I have created a **registration form** to track participants (we recommend Google form or Eventbrite)
- I sent an **invitation** reminder with the location and details of the event to the participants
- If I'm an ambassador, I've entered my workshop by sending a message on the #activities conversation on Discord
- I've chosen a creation format and I have brought with me all the **material** necessary for my activity

DURING THE ACTIVITY

- I showed the **inspiration video** and explained the instructions
- I told the participants how much **time they had to create** and I give regular reminders
- I have set aside some time to present the creations

AFTER THE ACTIVITY

- I completed the **feedback** questionnaire on the platform;
- I sent a message of thanks to the participants.

Organise a creative workshop



THE INSTRUCTIONS

Welcome to this creative workshop! In this workshop, we will try to represent the world we, the young people of today, dream of for tomorrow.

We invite you to tell a story through your creation. This can be in textual, sculptural, visual, poetic or sound form... the only instruction you have is the starting point:

"Today is a very important day. We did it! After years of reinventing the world, our hopes have finally been realised. Let me tell you all about it..."

As regards time allocation, and in order to ensure that you have time to complete your work within the allotted time, we recommend that you allow for:

- **20 minutes** to define an idea, possibly characters, situations, etc.
- **45 minutes** to create (write, draw, construct, compose, etc.)
- **10 minutes** to review the production and possibly make final adjustments.

Beware, **time flies!**

Once your design is complete, you're encouraged to present it. So don't hesitate to showcase it! You're free to choose the way you want to present it: theatre, sketches, narration by several members of the group.

Your creation will then enter the Youth Talks database. It will be presented on the platform at the end of the initiative, and many works will be focused on all throughout the consultation!

REPORT THE WORKSHOP ON THE PLATFORM

In order to ensure that the ideas which emerge from the workshop are taken into account, it's important to report on the platform

Step 1

I log on to youth-talks.org/activities.

Step 2

I select the workshop I organised (here "Report a conversation workshop").

Step 3

I fill in the general information about my workshop.

Step 4

I upload my workshop creation(s) (Word, PDF, jpg, etc.)

Step 5

I categorise my creation by adding keywords which describe it

Step 6

I add the names of the authors of the creation

Step 7

I can finish by adding any comments

Step 8

I have completed my report, I can download my organiser's certificate

Join the ambassador network

Being a Youth Talks ambassador means:

- Meaningful commitment which will allow you to act to promote an initiative at the service of tomorrow's education
- Meetings and exchanges with members of the Youth Talks ambassador community all around the world!
- An enriching experience which you will be able to put to good use later on: you will be able to acquire skills in community management and activity hosting which you will be able to put to good use in your student and professional life
- A commitment to suit your possibilities and your availability

Concretely, this means:

- Promoting the initiative within your network: encourage as many people as possible to participate in the questionnaire and in the Youth Talks activities
- Organising Youth Talks activities: conducting mini street interview interviews, running a Youth Talks stand, organising debates, creativity workshops, etc.
- Ensuring that the workshops are well reported and promoted within the ambassadors' network on the Discord discussion threads.

Want to join the adventure? To register, simply complete [this questionnaire](#). You'll then be added to our Discord server and can follow all the events organised by the network.



Any questions? Any comments? You can contact us:

- Par mail à l'adresse suivante :
ambassadors@youth-talks.org
- On the ambassador Discord server