🎓 Welcome to our “Master Club”

The week when we become managers of our Senior Club

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1) 🎯 Why we’re here

We’re here to **build the foundations together** for your future Senior Club.
During this week, we’ll learn how to **organize it in a simple, practical, and accessible way**, so that, once the program ends, we truly **know where to start**.

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2) 🛠️ What we’ll do (in simple words)

- 🔍 We’ll understand the **challenges and opportunities** of a Senior Club, looking at it from different angles:
  from those who take part, from those who organize it, and from the **community around it**.

- 🧩 We’ll co-design the **first meeting of our club**:
  how to welcome people, explain the rules, propose a clear and engaging path, and close with a smile and an **invitation to come back**.

- 🗓️ We’ll draw up a plan for the coming months, with **regular outings**, **small workshops**, and moments of **intergenerational exchange**.

- 📣 We’ll learn how to **promote the club**:
  writing clear and kind messages, choosing the **right channels** (flyers, noticeboards, neighborhood WhatsApp groups, local Facebook) and creating a small **invitation kit** ready to use.

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3) 🦶 How we’ll work

We’ll follow a step-by-step path with activities that are **light, useful, and practical**:

- **Welcome and group agreement**:
  a few clear rules for feeling good together (respect, listening, safety).

- 🎲 **Ice breaking**:
  short games to get to know each other, reusable for the club's first meeting.

- 📱 **Digital skills "to understand each other"**:
  we'll use the phone to **translate sentences** and read them aloud when needed—useful when meeting people who speak another language.

- 🎤 **Gentle leadership and public speaking**:
  how to set the pace of the group and explain things calmly and clearly.

- 🗓️ **Practical organization**:
  schedule, budget, and a clear registration form (paper or digital).

- 🌍 **Eco-friendly attention**:
  use a refillable bottle instead of single-use ones, recycle, and **reduce waste**.

- 📹 **Preparation for the project's future video**.

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4) 📦 What we take home (concrete results)

By the end of the week we'll have:

- 👓 A **clear vision** of our club's challenges and opportunities.

- 📝 The **complete design of the first meeting**.

- 🧭 A **plan for the coming months**, listing activities, workshops, and intergenerational meetings.

- 🦺 A **promotion kit**: key messages, places to inform, sample invitation, ideas for flyers and posts.

- 🧰 The **basic tools**: registration form, clear roles, ready materials.

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5) 💛 Our values (simple guidelines)

- 🌱 **Wellbeing**:
  start gently, grow step by step. Company and feeling good matter.

- 🤝 **Inclusion**:
  all ages, all shapes, all paces. Those who walk slowly also belong.

- 👂 **Listening and respect**:
  attention, kindness, and encouragement.

- ✨ **Simplicity**:
  few things, well understood and **really put into practice**.

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6) 💬 What we ask from you

Your **life experience**: it's the **treasure of the club**.
Bring advice, concrete examples, and stories to share.

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7) 🧱 In a nutshell

This week is our **small worksite**: together we'll build a club that is **welcoming, safe, and cheerful**, where everyone finds their own pace.
We'll learn to **decide calmly**, to handle **small difficulties**, and to **promote the club with simplicity**.

And in the end, we'll truly have **everything we need to start**:
✅ first meeting ready
✅ schedule set
✅ workshops and meetings underway
✅ a clear way to begin our shared adventure:
🎬 **from solitude to Solidarity!**

🧭 Translate and Have the Text Read Aloud

🎯 Objectives

By the end you'll know:

- ✅ When to use **Google Translate** and when to use **DeepL**
- ✅ How to have a translated text **read aloud**
- ✅ How to get **more natural written translations**

📢 Google Translate: for having text read aloud

- 🗣️ **Clear, understandable voice**: the audio is natural and easy to follow.
- 🐢 **Adjustable speed**: slow it down with a single tap.
- 📲 **All-in-one app**: translate via text, camera, or microphone.
- ✅ **Works well on Android and iPhone**.

🎥 **Exercise**:
Write a sentence in Italian and have your phone read it in Polish or Romanian.

📝 DeepL: for better written translations

- ✍️ **More natural sentences** with a consistent tone
- 🧩 **Accurate terminology**, great for emails or messages
- 🔍 **Easy to proofread and tweak**

💡 **Tips**:

- Use **complete sentences**

- **Re-read** calmly
- Don't remove **useful context**

👥 **Exercise**:
Draft a message for a pharmacy or post office → paste into DeepL → review the result.

🔄 When to use what?

📌 **Rule of the 2 S's**:

- **S for Sound** → listening = **Google Translate**
- **S for Script** → writing = **DeepL**

🎯 Examples:

- 🛒 In a shop? Translate with **camera + speaker**
- 📩 Sending a message? Use **DeepL** for a smoother text

⚠️ Common mistakes to avoid

- ❌ Broken phrases → write **full sentences**
- ❌ Forgetting to **slow down** the audio
- ❌ **Reversed languages**
- ❌ Low volume or noisy places
- ❌ Ellipses (...) and **truncated sentences**

📚 Quick reference

📢 Google Translate

- Fast, clear, adjustable
- Best for **listening** and instant translation
- Uses: shops, signs, short phrases

📝 DeepL

- Natural phrasing, consistent tone
- Ideal for **emails, messages, longer texts**
- Uses: written communication, notes, instruction

🚀 Launching a Senior Club (Intergenerational)

🌟 Introduction: What we'll explore together

In this short journey, we'll take a look at:

- ⚠️ **The challenges**: what could slow things down — participation, continuity, communication, logistics.
- 👥 **Who to involve**: older adults in the neighborhood, families and caregivers, schools, libraries, parishes, local associations, shops, and local government.
- 🤝 **How to welcome them**: with clear and kind invitations, a small info corner, "open doors" meetings, and a friendly atmosphere.
- 💡 **What attracts younger people**: the emotional value *(grandparents & grandchildren)*, support with digital tools *(photos, videos, social media)*, and events with mixed generations.

👉 We'll dive into all this soon. But **first**, let's start from the **heart of the method**.

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1) 🎬 The first step: Make it personal (just like Scorsese says)

> *"From our own story to others."*

Before inviting others to join your club, start with **you**:
Who are you? What moves you? What do you love?
Sharing your personal spark makes you **credible**, **clear**, and **inspiring**.

🎯 Why it works

- ✅ **Trust**: People feel it when you're real. They trust your words.
- ✅ **Clarity**: You get clearer on what you want and who you're looking for.
- ✅ **Energy**: When it comes from within, the motivation flows naturally — you feel ready to begin, smile, and welcome others.

🛠️ How to make it real this week

- 🗣️ Write a **short self-introduction** (just 60–90 seconds). Say who you are and, most importantly, **what you love**.
- 💛 Use a **warm tone** and **simple words** — everyday facts, honest feelings.

✍️ Activity: Make it personal

- Take **3 minutes** to write:
  "My name is... and I am... My passions or hobbies are... I care about..."
- 📣 Read it out loud to your **national group**.
- 📝 Listeners write down **1 keyword** that stuck with them. We'll use it later to create connections.

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2) 🗺️ Share your real situation

🎯 **Goal**: Get a clear picture of **where** you'll work and **who** you'll connect with. This helps you choose **simple, realistic actions** and get inspiration from others.

📝 Fill in using keywords — not long sentences

- 📍 **Location (spaces)**
  Available rooms or venues, opening hours, how accessible they are
- 🧶 **Community**
  Who's there? Who uses the space? Are there active networks or associations?
- 🎈 **Social life**
  Local meetups, neighborhood events, small informal groups

- 🧰 **Resources**
  Volunteers, meeting rooms, printed flyers, small budgets, partners

- ❤️ **Needs / Priorities**
  Loneliness, culture, digital help, gentle well-being…

- 🚧 **Obstacles**
  Difficult transport, lack of trust, confusing schedules, accessibility barriers

📣 **Quick sharing**
Each person shares their answers in **60 seconds**.
💡 The others **write down one idea** that could help that situation.

MY REAL SITUATION — WORKSHEET

Objective
Understand where we will work and with whom. Use keywords.

1. **LOCATION** — where do you live and where you will work

   • Available venues/spaces: _____

   • Possible times (morning/afternoon/evening): _____

- Accessibility (stairs/elevator/restrooms/transport): _____

2. **COMMUNITY** — the community in the area you will work

   • People/groups: _____

   • Active networks/associations (short names): _____

3. **SOCIAL LIFE** — the social life of the area

   • Recurring meetups/events: _____

   • Informal gathering spots (square, market, park): _____

   • Suitable "open doors" occasions: _____

4. **RESOURCES** — volunteers, rooms, flyer printing, small budgets, partners
   _____

   _____

5. **OBSTACLES** — transport, distrust, schedules, barriers
   • Main obstacles: _____
   _____

🧭 Senior Club – Simple guide for founders

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1) Your role (and your limits)

👀 **People will be watching you.** You're a reference point: when things go well… and when they don't.

💡 **You don't have to fix everything.** Visibility is natural; use it to create calm, simple routines.

🤲 **Helping doesn't mean adopting.** It's not a job or a personal mission. Offer structure; don't take on everyone individually.

🤝 **Build a small team.** Step by step, distribute roles: welcome desk, phone calls, photos, room setup…

🛑 **Stop the idealization.** Remind everyone (and yourself) that you have a life outside the club.

🎯 **You're the founder, not the captain.** You start the club; you don't control every detail. Invite proposals, let small imperfections pass, keep momentum.

📌 *Example:* "I'm happy to help, but I need two volunteers for registrations and one person to collect suggestions."

What to do:

1. Publish a simple **"roles board"** (names + tasks) and rotate monthly.
2. Set **contact hours** (e.g., Tue–Thu 5:00–7:00 PM) and stick to them.
3. Prepare **two standard replies**: one for help requests, one to set boundaries.

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2) Expectations and point of view

🙄 **Complaints will happen.** Don't get stuck on a single comment. Look at the whole group.

🗣️ **Talkers and doers both matter.** Hear both, but value action.

🦴 **Done beats perfect.** Polish later; first keep a steady rhythm.

👂 **Quality is their perception.** Few will notice every detail. Aim at what they need, not at "perfection."

📌 *Example:* Instead of a perfect flyer, send a clear message and repeat the info in person.

What to do:

1. Use a quick **"group pulse"**: "Show of hands—do we agree on X for next week?"
2. After each activity, note **1 thing to keep and 1 to improve**—no more.
3. Keep a **simple fixed schedule** (same day/time).

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3) People can be complex (and that's ok)

🙃 **You don't need to convince everyone.** Let the uninterested drift away; protect the group's mood.

🎁 **Your role is to offer good time and opportunities.** It ends there.

🧊 **Don't idealize participants.** Take time to get to know them; early neutrality avoids disappointments and "cliques."

⚖️ **Consistent availability > heroic bursts.** Balance time given with healthy limits.

🪆 **It's not a mission, job, or crusade.** Keep a healthy distance; decisions stay fair and group-centered.

👭 **Ask a couple of friends to support you from the start.** Familiar helpers stabilize the launch.

📌 *Example:* "We're happy to see you, but I can't offer one-to-one support. Let's focus on group activities."

What to do:

1. Identify **two "anchors"** (trusted friends) for logistics and reminders.
2. Use a gentle close for persistent objections: "Let's park this and revisit after the session."
3. Keep a **private note** on sensitive situations; revisit only if they repeat.

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4) Gentle and firm leadership

🫵 **Lead by example.** Model what you want: punctuality, tone, brevity.

🧭 **Not too hard, not too soft.** Calm distance, common goal: solidarity.

🚑 **You're not the group's therapist.** Listening is fine; therapy is not. Redirect ongoing counseling needs.

📣 **Ask for help.** If one person is hard to manage, lean on the group. A "loud voice" often calms when it sees it's alone.

📌 *Example (boundary):* "I can listen for five minutes now, then we'll bring it to the group and decide together."

What to do:

1. Keep two phrases ready: **"Let's hear other voices."** and **"We'll decide with the group."**
2. If tension rises, **30-second pause**, repeat the agenda, restart.
3. Maintain a short list of **useful contacts** (social services, mediation, counseling).

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5) Practical management (simple and safe)

📲 **Keep message history.** Don't delete WhatsApp messages.

📝 **Put it in writing.** Send written info and repeat it in person at the next meeting.

🛡️ **Clarity protects you.** Stick to who/what/where/when/how long—no extras.

🔔 **Get attention cleanly.** Slightly raise your voice or use a small sound (even a bell).

😄 **Keep the climate light.** Name the issue briefly, then propose the next step; humor helps.

📌 *Example:* "Wednesday 5:00 PM, Library Room B. Bring water. If you can't come, reply by Tuesday."

What to do:

1. Save a reusable **message template**; update date/time/place weekly.
2. Agree on a **sound code**: one ring at the start; two before announcements.
3. After each meeting, send a **3-line recap** (thanks / next time / help needed).

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6) House rules (few, visible, for everyone)

📋 **Create a short set of rules.** Print and post them. They're habits for well-being, not orders.

📌 *Example "House Rules":*

1. Start and end on time
2. One person speaking at a time; respectful listening
3. No personal therapy; heavy topics go to dedicated services
4. Everyone helps a little (chairs, door, calls)
5. Problems? Talk to the founder or a helper—calmly, after the activity
6. Kind tone. We are here for solidarity

What to do:

1. Keep it to **6 rules max**, **large font**, near the door; update monthly.
2. **Read them aloud once a month**; invite a participant to read them next time.
3. If a rule is broken, **point to the sign**—brief, neutral, consistent.

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7) Quick tools to use today

A. Roles to share:

1. Welcome & sign-in
2. WhatsApp reminders
3. Room setup & tea/water
4. Photos/notes for the recap

B. Short scripts:

1. Getting attention: "Friends, one minute please. 🔔 Thanks—two quick updates."

2. Responding to a complaint: “Thanks for raising it. Let’s hear other ideas and choose what works for the majority.”

3. Setting a boundary: “I’m not a counselor, but I can listen briefly and then we’ll see with the group.”

C. Closing checklist (2 minutes):

1. Next meeting date/time confirmed?

2. Written reminder sent/prepared?

3. Who helps next time? (names noted)

4. Any tension? (note it, then move on)

What to do:

1. Print a “**Who does what**” page and bring a pen to write names on the spot.

2. Save the **scripts** in your phone notes; read them if under pressure.

3. Keep a small **kit**: bell, tape, markers, spare pens, two printed calendars.

💬 Final thought

Keep it simple, kind, consistent. Offer good moments and good chances to meet—this is already a big service to the community.

What to do:

1. Protect your **energy** (clear hours, shared roles)

2. Guard the **rhythm** (fixed appointment)

3. Nurture the **spirit**: solidarity first, perfection later

“See Loneliness, Find the Solution” — Summary

Objective and format

- The film is a social campaign in documentary format, approximately ten minutes long, designed to make visible the often underestimated problem of loneliness among older people in Poland, Italy and Romania, and to turn awareness into concrete action in local communities.
- Each partner organization records footage with older adults in its own territory; the materials are then edited into **a single film** that tells **real stories** of isolation and of social response.

Purpose and key messages

- The main purpose is to **increase public awareness** and guide viewers toward **existing solutions**.
- Therefore, in addition to testimonies, the film **explicitly presents the support channels**: **helpline** numbers for older adults, **support clubs** (intergenerational support clubs) and other social initiatives active in the three countries.
- The aim is to show clearly “where to knock” and to **strengthen intergenerational ties**, encouraging the activation of citizens, families and institutions.

Accessibility and localization

- To make the content usable by different audiences, the film is **multilingual**: footage is captured in Polish, Italian and Romanian and **four versions** (PL, IT, RO, EN) with **subtitles** in the same languages are planned.
- This setup ensures national and European accessibility and expands the campaign’s reach beyond the partner countries.

Distribution and screenings

- **Distribution** takes place online (YouTube, social media and partner websites) and is accompanied by **public screenings** during local festivals in Poland and Italy and at the final event in Romania.
- Combining digital channels with in-person moments aims both at wide dissemination and at creating spaces for discussion and further engagement.

Expected results and monitoring

- **Measurable results** are defined to qualify the campaign as an operational tool and not only a narrative product: at least **3,000 total views** on online platforms by the end of the project and, in parallel, **≥1,000 views for each partner country**.
- A **final campaign report** is also planned with analysis of views, social media engagement and **recommendations** for subsequent promotion; publication of the results on **Erasmus+ Results** and **EPALE** ensures additional traceability and professional dissemination.

Target audience and use

- The **target** includes: older adults (to facilitate access to help), families and caregivers (to increase attention and support), young people (to involve them in intergenerational activities) and local institutions/organizations (to prompt the creation or strengthening of services).
- In this sense, the film also serves as a **tool to promote the support clubs** created by the project, understood as concrete places to find relationships, activities and continuity over time.

Summary

- "See Loneliness, Find the Solution" is a **short, realistic and action-oriented** audiovisual product: it tells the problem through authentic faces and voices and, at the same time, **directs the public toward practical resources** that can be activated immediately.
- Its effectiveness is measured not only in views, but in its ability to **connect people, services and communities** around an issue that requires coordinated social responses.
- Reference: https://youtu.be/vEYiAAo15P8?si=Vo10OUvYkygKSx6m

Extended Structure of the CLASSES in Intergenerational Clubs

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1. 🧭 What the “lessons” are in the project

The classes are structured sessions led by senior leaders trained during the **LTTA (Learning, Teaching, Training Activity)**, designed to transmit **practical, thematic, and relational** skills within intergenerational clubs.

They are **not only frontal lessons**, but **experiential and collaborative meetings**, based on a **non-formal** and participatory approach, where personal experiences and group dynamics are valued.

Senior leaders take an active role in:

- designing content,
- facilitating meetings,
- managing session logistics,
- directly engaging participants.

When needed, they can also **invite external experts** to lead specialist sessions on topics such as digital skills, health, nutrition, crafts, or social rights.

The central goal is to **enhance the experiential knowledge of older adults**, fostering a horizontal exchange with young people and facilitating learning through **dialogue, practice, and active sharing**.

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2. 📆 Schedule and volume of activities

Each club may autonomously decide **how many classes to include in its calendar**, alternating them with other key club moments, such as:

- practical workshops,
- convivial activities,
- trips and cultural visits,
- local events or open days.

Senior leaders are encouraged to **plan a balanced schedule** that ensures:

- continuity,
- thematic variety,
- stable participant engagement.

Alternation between **formative activities (classes)** and **more informal or relational activities (workshops)** is essential to keep motivation high and strengthen the group's sense of belonging.

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3. 👥 Participants

The classes are designed to involve **different types of participants**, with an **inclusive and intergenerational** perspective.

👩‍🦰 **Senior leaders**

- They are the club's main points of reference.
- They design and lead sessions.
- They manage the group, maintain contacts, and animate participation.

👵 **Other senior participants**

- They take part in activities.
- They share knowledge and skills.
- They may be active, observers, or collaborators, according to their style.

👱 **Young people (15–30)**

- They can be involved as:
    - **tutors** or technical facilitators (e.g., for digital tools),
    - **co-teachers** in some sessions,
    - **active participants**, bringing new perspectives.

This plurality allows the creation of a **genuine exchange environment**, where learning becomes **reciprocal and dynamic**.

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4. 🎯 Learning objectives of the classes

The classes are not only educational. They are tools to build **community, trust, and shared competences**. Main objectives:

- 💡 **Develop competences** (social, practical, digital, ecological) in a motivating context.
- 💪 **Strengthen autonomy, active participation, and self-efficacy** of older adults.
- 🤝 **Foster intergenerational engagement**, valuing the resources of each age group.
- 💚 **Support psychological and relational well-being** of the group, including through small daily successes.
- 🌍 **Activate local resources**, giving room to creativity and emerging needs.

Each class is also an opportunity to test new ideas, **turn personal interests into collective value**, and build a space that is both educational and welcoming.

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5. 🧵 Suggested thematic content

Content should be:

- consistent with **project objectives**,
- adaptable to the **group's real interests**.

🔄 Exchange of skills

Seniors and young people can propose or co-lead classes on:

- **Healthy and sustainable nutrition**
- **Digital competences**: using smartphones, email, web search, social media
- **English language**: basics, conversation, language games
- **Current affairs and culture**: cinema, TV series, urban art, local oral history

🌱 Environmental sustainability

Classes dedicated to:

- **creative recycling and reuse of materials**
- **care of plants**: potted plants, small gardens, local seeds, shared green management

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6. 🧠 Methodologies and didactics

Senior leaders learned during LTTA a **non-formal educational approach** that prioritizes:

- **active participation**,
- **peer cooperation**,
- **experiential learning**.

Methods to use:

- 🎩 **Thinking Hats**: structured method to address problems from different viewpoints.
- 🧩 **Project Work**: carrying out small group projects on a chosen theme.
- ☕ **World Café**: guided discussions at rotating tables, to maximize ideas and engagement.

In addition, it is possible to **involve external experts** to facilitate or lead more specialist sessions, for example on:

- health and well-being,

- crafts and manual skills,
- civil rights and digital citizenship tools.

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7. 📝 Logistics, materials, and budget

Each club has a **dedicated budget**, to be used flexibly but with traceability and documentation.

Eligible costs include:

- 🖍️ **Consumables**: paper, pens, glue, fabrics, tools for manual activities.
- 🔌 **Light equipment**: projectors, speakers, extension cords, cables, portable printers.
- 🍪 **Refreshments**: convivial moments at the end of activities or during breaks.
- 🎟️ **Cultural outings**: museums, events, or visits linked to class themes.
- 👩‍🏫 **Fees/reimbursements for external experts**.

📋 All expenses must be carefully planned and **properly documented**, with:

- receipts,
- participant signatures,
- photos of activities.

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8. 🛠️ Reassurances: Roles of organizational support

Partner organization staff support senior leaders in ensuring continuity, reliability, and quality.

Their tasks include:

- 💰 **Budget management**: expense monitoring, collecting invoices, forecasting.
- 📄 **Documentation**: sign-in sheets, activity photos, evaluation forms.
- 🧰 **Logistics**: booking spaces, materials, support to experts.
- 💬 **Ongoing accompaniment**: they support planning of next sessions and help solve issues or doubts.

🔄 Their role **does not replace** but **strengthens the autonomy** of senior leaders. This creates an environment where everyone feels capable, supported, and free to experiment.

💡 Thinking Hats – The Six Hats for Thinking

(Edward de Bono's method, adapted to intergenerational clubs)

🧠 What it is and what it's for

The "Six Thinking Hats" is a simple yet powerful technique to guide group discussions without arguments, confusion, or drifting. It helps to:

- structure debate in a clear, orderly way;
- give space to all kinds of thinking, including emotional and creative;
- avoid chaotic discussions or ones dominated by the same few people;
- lead the group to a concrete, shared, and well-reasoned decision.

Each "hat" represents a different way of thinking. Instead of everyone speaking at once and in disorder, you focus on **one hat at a time**. All participants symbolically "wear" the same hat and contribute from that assigned point of view.

🎩 The 6 hats — one per thinking mode

What each hat stands for:

Color	Thinking mode	What we say
⚪ **White**	Facts & data	"What do we know? What's missing? What are the numbers?"
🔴 **Red**	Emotions & perceptions	"What do I feel? What worries me? What's my gut sense?"
⚫ **Black**	Risks & critical issues	"What could go wrong? What obstacles do I foresee?"
🟡 **Yellow**	Advantages & opportunities	"What might work? What benefits can we get?"
🟢 **Green**	Creativity & alternatives	"What new ideas can we try? What haven't we considered?"
🔵 **Blue**	Process & final decision	"What do we decide? Who does what? By when?"

🔁 How the method works – operational flow (35–50 minutes)

👣 Step-by-step

Define the question to address
Example:
"**How can we increase club participation by 30% in the next 3 months?**"

Follow the hat sequence, one at a time
Each hat lasts **5–6 minutes** and the whole discussion is guided by a facilitator.
Suggested order:
⚪ White → 🔴 Red → ⚫ Black → 🟡 Yellow → 🟢 Green → 🔵 Blue

During each round

- Everyone "wears" the same hat.
- Speak only from the assigned point of view.
- A facilitator or scribe takes **visible notes** (post-its, A3 sheets).

At the end of the full round

- With the **Blue** hat, summarize everything and make a **SMART** decision (Specific, Measurable, Achievable, Relevant, Time-bound).
- The group defines **who does what, and by when**.

📄 Applied example: discussion in a senior club

Question: "How do we increase participation?"

Hat	What emerged
⚪ **White (data)**	"We have 12 steady participants; 40% are women. The group meets on Fridays. Neighborhoods B and D are under-reached."
🔴 **Red (emotions)**	"I feel embarrassed inviting someone I barely know." "I'm afraid to bother people or be turned down."
⚫ **Black (risks)**	"Many don't know the club exists." "Those far away have transport issues." "Some don't feel comfortable with younger people."
🟡 **Yellow (benefits)**	"Company is good for health." "The club reduces loneliness." "You learn new things."
🟢 **Green (ideas)**	"Start a buddy system (bring a friend)." "Arrange a monthly shuttle." "Do small events in apartment buildings." "Open classes with demos." "Teach WhatsApp so people can receive invites."
🔵 **Blue (decision)**	**Chosen action:** 1 new action per week for 4 weeks → assign responsibles. E.g., flyer in area B, visit the senior center, personalized phone invitations.

🧰 Minimum materials to facilitate the session

- 6 A3 sheets or posters, one per hat (ideally with icon or printed color);
- Thick markers, colored post-its;
- A visible timer (kitchen timer or phone app);
- A bell or signal to switch hats every 5–6 minutes.

🎯 Practical tips

- Small groups work best: **4–6 people per table**.
- If participants can't move easily, circulate the **hat cards on paper** from table to table.
- If the group is tired, use only **3 hats** (e.g., White–Black–Green) for a short session.
- The facilitator **does not decide**; they guide and ensure turns and timing are respected.

✅ What you get at the end

- **1 page** of ideas and reflections for each hat;
- **1 concrete action plan** shared by everyone;
- Greater active participation and a stronger sense of involvement.

📌 In short

The **Thinking Hats** are a tool for **mental democracy**: every kind of thinking has its space, everyone speaks, no one dominates. Perfect for intergenerational clubs to make decisions in a clear, light, and engaging way.

🗣️ Public Speaking: First Steps + The Attitude

(A practical guide to speaking well in public and helping others do the same)

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1) Calm and Start

Speaking in public triggers a series of physical reactions: your heart speeds up, your breath shortens, your voice may tremble. It's a natural bodily response, similar to what happens when we face something important or uncertain.

The key is **not to read these signals as danger**, but as **activation and readiness**. Shifting your mindset from stress to "great, we're starting together now" radically changes how you face the opening moments.

🔷 Strategies to start well

- **Breathe with method**
  Inhale for 4 seconds, hold for 2, exhale for 6. Repeat 3 times.
  → A longer exhale signals calm to the nervous system and stabilizes your breathing.
- **Plant yourself**
  Feel both feet on the ground, shoulder-width apart. Knees soft, shoulders relaxed.
  → A stable body helps the mind stabilize too.
- **Find a safe point**
  Look at a friendly face in the audience or a neutral area of the room.
  → A positive first eye contact with a small smile helps a lot.
- **Start simple**
  Prepare your first two sentences with short, well-articulated words.
  → Don't begin with long, complex phrases that can tangle with adrenaline.

👶 60" pre-start routine

A quick micro-prep before you begin:

- ✅ 3 deep breaths (use the 4–2–6 technique)
- ✅ Loosen your jaw by slowly pronouncing the vowels A–E–I–O–U
- ✅ Mentally repeat your first sentence, like a small springboard

💡 **Helpful tip**: If you're seated before speaking, do all this in your head before standing up. It helps you start grounded.

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2) Opening structure: hook → two ideas → closing

A clear structure is your best ally, especially at the beginning. It keeps you from being swept away by emotions and helps you deliver a message that sticks.

🔶 1. The hook *(10–20 seconds)*

This is the start: the decisive moment when the audience focuses on you. It must be simple, human, and close to their experience.

🎇 Examples of hooks:

- A **direct question**: "Have you ever lost your train of thought right at the start?"
- An **object**: (raising a note) "This little note has saved me more than once."
- A **concrete episode**: "Yesterday at the market I realized something…"
- A **useful promise**: "In two minutes I'll leave you with a simple tip."

📌 Golden rules for the hook:

- Speak slowly, with a pause after the first sentence.
- Use something close to people's everyday life.
- Try to avoid opening apologies or out-of-place jokes.

🔶 2. The two core ideas

Don't list everything. Don't tell it all. Choose **two key points**: they're enough to hold attention and deliver a solid message.

🧩 Possible structures:

- **Problem** → **solution**: "I spoke too fast → now I insert pauses."
- **Yesterday** → **today**: "I used to get anxious → now I use the breathing technique."
- **I** → **we**: "What I do → what we can do together."
- **Here** → **elsewhere**: "In this room → at school, in meetings, at home."

🔄 Handy transitions:

- "First point… (pause). Second point…"
- "So far the problem. Now the solution."

🔶 3. The closing *(10–20 seconds)*

It’s the last thing that remains in mind. Keep it short, clear, and rhythmic. Better a crisp line than a vague reflection.

📦 **Closing models:**

- “If one thing stays with you, it’s this: ___.”
- “Starting tomorrow, try ___ for 2 minutes.”
- “Remember: ___ (pause) Thank you.”

⏱️ **Example formats:**

- **1 minute**: 15″ hook · 20″ first idea · 20″ second idea · 5–10″ closing
- **3 minutes**: 30″ hook · 1′ idea 1 · 1′ idea 2 · 30″ closing

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3) The “how” that clarifies the “what”

It’s not just what you say. It’s **how** you say it. Voice, rhythm, body, and space can strengthen—or weaken—every word.

🔷 **Voice**

- Start slightly louder than normal → it communicates confidence.
- In every sentence, emphasize **one key word** with your intonation.
- The first two sentences: slow, crisp, with open vowels and clear consonants.

🔷 **Rhythm**

- Where you’d put a comma, make a short pause.
- Where you’d put a period, make a longer pause.
- Pauses give breath and strength.
- Replace “uhm / like / you know” with real silences.

🔷 **Body**

- Feet grounded, torso steady but not stiff.
- Move your gaze across three areas of the room.
- Useful gestures: open hand to list, thumb-index to pinpoint.
- Avoid objects in your hands, nervous tics, or repetitive movements.

🔷 **Microphone *(if present)***

- Keep it 10–15 cm from your mouth, slightly to the side.
- If you turn your head, let the mic follow.
- When passing it: hold it by the base, always pointing toward the speaker's mouth.
- No tapping, no shouted "one-two": test at a natural volume.

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4) Clarity

Simplicity is **not** banality. It's a precision tool.
Clarity creates room for listening and reduces cognitive strain.

📌 **Key principles:**

- One idea per sentence.
- Common words and concrete images.
- Real examples beat abstract ones.
- If you use technical terms, **explain them immediately** in plain language.

💬 **Quick glossary example:**

"Feedback? It means a comment that helps you improve."

🖼 **Visual aids**

- Use them if they help—but they're **not** the centerpiece.
- Only what **reinforces** your message.
- Avoid text-heavy slides. One word, one image, one concept.

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5) The attitude

Public speaking isn't a performance—it's a **relationship** with those in front of you.
What matters is your availability toward listeners: tone, rhythm, eyes, body.

🌱 **Positive behavior:**

- Avoid self-deprecation ("Sorry, I'm not ready…"), unless you can **flip it with warmth**.

- Be human, not perfect: a pause beats a rush.
- Invite participation: questions, hands up, quick polls.
- Show attention: if energy dips, slow down, change tone, involve them.
- Make room for quieter voices: they often have a lot to say.

💬 **Useful phrases:**

- "Who hasn't spoken yet—would you like to add something?"
- "I'll pause 5 seconds to think."
- "I'll rephrase and then respond."

---

6) Facilitating others (helping them speak)

First-time speakers need **a safe space**.
The coordinator's role is to **build trust**, manage pace, and **support those who step up**.

🧭 **Create a safe climate**

- Opening line:

"You can always pass here. For every contribution, a short applause, the same for everyone."

- Support speakers with smiles, nods, and direct eye contact.

📏 **Set clear rules**

- One person at a time
- Time-limited turns
- Phones on silent
- If you need to step in:
    - "Thank you—let's get back to the point."
    - "Let's allow 10 more seconds."
    - "Let's hear from someone who hasn't spoken yet."

♿ **Inclusion**

- Allow speaking while seated.

- Repeat questions for those with hearing difficulties.
- Use mini-groups to lower anxiety.

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7) Do's / Don'ts

✅ **Do:**

- Simple structure: hook – two ideas – closing
- Pause, breathe, pace
- Light, steady engagement
- Prepare your first sentences

❌ **Don't:**

- Endless lists and non-essential data
- Justifications ("I'm not an expert…")
- Monotone or excessive speed
- Opening new topics in the closing

---

8) Team practice simulations (richer)

🕐 **One minute, two ideas**

Timed speech to gain time awareness.
→ Debrief and feedback together.

💡 **A question that sparks**

Three hooks compared.
→ The group votes and comments.

🤫 **Useful silence**

Insert two clear pauses in a 1-minute talk.
→ Observe effects and reactions.

🎤 **Mic & distance**

Try with and without a microphone.
→ Notice differences in pace, volume, and clarity.

Managing the Space for Meetings

1. 📐 Seating and Tables

📘 Teaching activities

- **U-shape (horseshoe)** or **semicircle** facing the facilitator or screen so everyone can **see and hear well**.
- If **note-taking** or worksheets are planned, each participant should have a **stable writing surface** (individual tables, shared desk, or a front table).
- For listening only, chairs without tables are fine—ensure they're comfortable and neatly arranged.
- 🦽 **Accessibility**: keep clear pathways for walkers or wheelchairs; every layout should be **inclusive and obstacle-free**.

🛠️ Workshop activities

- **Clustered "islands"** (2–3 tables with 3–5 people each) for small-group collaboration.
- **One large shared table** for collective or craft activities.
- **Circle without tables** for listening rounds, debriefs, or circle time.
- 📌 Consider **modular flow** over time: opening circle → group work → plenary share-out.

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2. 🗂️ Dedicated Tables: Materials, Welcoming, Refreshments

🖇️ Materials table

Placed **to the side or at the back**, never in the center. Stock with:

- Pens, paper, post-its, flip-chart sheets
- Tape, scissors, glue, masking tape
- Name tags, pins
- If needed: cables, projector, power strips, chargers
  📦 Tip: use a **toolbox or rolling cart** for quick setup.

🙋 Welcoming table

First impressions matter.

- Position **near the entrance** with room to stop comfortably.
- Include: sign-in sheet, **reusable** name badges, a small plant/flower, and a "Welcome" sign.
- If possible, have a person dedicated to greeting—this **sets the tone** and helps newcomers.

☕ Refreshment table

Social time is valuable—set it up with care.

- Place **at the back or in a corner**, away from the main activity.
- Cover with a **disposable paper tablecloth** that's clean and easily replaceable.
- Provide: cups, napkins, plates; snacks, pitchers/bottles; **clearly labeled recycling bins** for paper, plastic, organics, and residual waste (large, simple icons).

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3. 🔊 Acoustics and Sound Quality

- Avoid very large, empty, high-ceiling rooms (**echo** and **reverb** tire listeners).
- Add **sound-absorbing elements**: rugs, curtains, bookshelves, plants.
- Speak **slowly and steadily**; if needed, use a **small amplifier or microphone** at **low, controlled volume**.
- A **compact circle** improves voice carry and active listening.

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4. 🎶 Atmosphere: Music, Light, Scents

🎶 Music

- Works well **before the start**, during practical tasks, or welcoming—never during explanations.
- Suggested: **soft instrumental** (piano, gentle jazz, ambient) or calm playlists ("coffeehouse", "bossa nova", "calm piano").
- Avoid: songs with lyrics, heavy beats, radio chatter/ads.
- Equipment: **Bluetooth speaker** with prepared playlists, or a **portable stereo with CD player** for personal discs; keep volume **low and adjustable**.

💡 Light

- Prefer **warm light**; avoid neon/cool-white "clinical" lighting.
- Use **natural light** where possible (no glare).
- Add **ambient light pieces**:
    - **Salt lamps** (warm, soothing glow)
    - **LED lanterns** with warm light
    - **Warm LED candles** (realistic flicker) on tables or room corners
      🎯 Aim for a **cozy, non-intrusive** space with warm pockets and well-lit work zones.

🌸 Scents

- Use only with **group consent**.

- Prefer light, natural scents (lavender, citrus, mild mint), or discreet sticks/sprays.
- Avoid strong incense/oils in small rooms; consider **fresh fragrant flowers** instead.

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5. □ Furnishings and Decoration

💐 Decorative touches

- **Fresh flowers** in small vases;
- **Hardy green plants** (pothos, sansevieria, peace lily);
- **Fabric tablecloths** in warm, home-like tones;
- Personal/group items: photos, previous workshop outputs, "quote of the day".

🖥️ Useful equipment

- **Whiteboard/flip-chart** with bold, legible markers;
- **Projector** when needed (manage cables and sightlines);
- **Seat cushions** (participants bring their own or you provide them)—a small gesture that **invites people to return**.

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6. 🥤 Beverages and Conviviality

🧃 Always-available drinks

- **Still and sparkling water** in bottles or carafes;
- **Herbal teas/infusions**; **unsweetened options** for specific dietary needs;
- Reusable or compostable cups, napkins, and waste containers.

🍪 End-of-session snack

- **Co-decided by the group** with shared responsibilities (who brings what).
- Keep it simple: nuts, biscuits, crackers, seasonal fruit, light cakes, warm infusions.
- Collect **preferences/allergies** to include everyone.
- The snack moment strengthens bonds and closes the session **with warmth**.

✅ Conclusion

A well-designed space is **part of the message**. Layout, sound, light, and even scent help people feel **welcome, heard, and free to express themselves**.
Use this guide to brief facilitators, set up rooms autonomously, and create a **shared checklist** for every meeting.

Title	
Topic	
Aim/s	
Result/s	
Target group (who, how many people, what age; description as detailed as you can)	
Activity/excercises and timing	
Materials	
Logistics (space, transport, drinks & snacks,…)	
Supporting people	
What else?	
Author 😊	

📝 Guide to Filling Out the Scenario Sheet – Example: Healthy Eating

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📌 Title

What to write:
A short, clear, engaging title.

Example:
"More Energy with the Right Food – A Participatory Workshop on Healthy Eating"

📌 Topic

What to write:
The main theme of the activity.

Example:
Healthy eating, informed choices, everyday wellbeing

📌 Aim(s)

What to write:
Learning objectives of the session.

Example:
– Promote awareness of what "healthy eating" means
– Encourage intergenerational knowledge-sharing about food and habits
– Provide practical tools to read labels, balance meals, and improve daily choices

---

📌 Result(s)

What to write:
Observable or reported outcomes at the end.

Example:
– Participants know the main food groups and their functions
– Together they built a realistic "balanced day" menu
– Each person identified 3 good practices to try during the week

---

📌 Target group (who, how many people, what age; as detailed as you can)

What to write:
Who attends, with specifics.

Example:
Intergenerational group of 14 people (9 adults aged 35–65, 5 youth aged 16–25), attending a wellbeing pathway. No prior knowledge required.

📌 Activity/exercises and timing

What to write:
Step-by-step flow with approximate timing.

Example:
– Introduction + mapping current eating habits (15')
– Mini-lesson on food groups & common myths (15')
– Small groups: build a realistic "healthy day menu" (20')
– Whole-group sharing and discussion (15')
– Wrap-up with 3 takeaways to apply (5')
Total: 70 minutes

📌 Materials

What to write:
All tools used.

Example:
– Printed sheets on food groups
– Flipcharts & markers to create "healthy menus"
– Projector with simple slides
– Post-its for final ideas

📌 Logistics (space, transport, drinks & snacks, …)

What to write:
Practical arrangements.

Example:
Bright room with tables for 4 groups. Movable chairs. Light snacks and seasonal fruit available. Water provided. No transport needed.

📌 Supporting people

What to write:
Who supports the activity.

Example:
1 lead facilitator, 1 guest nutrition educator, 1 volunteer for welcome & logistics

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📌 What else?

What to write:
Notes, improvements, follow-up.

Example:
Hands-on menu-building was highly appreciated. Plan a second session with video-recording and personalized feedback. Consider a quieter space next time.

📌 Author 😊

Sir Pipkin Wobblethorpe

Basic Budget Skills for Senior Leaders

Even though no autonomous accounting training is planned, senior leaders are expected to have practical, basic budget skills for club activities. These abilities are supported by the staff and ensure correct, transparent use of resources.

🎯 Key Responsibilities

- **Plan expenses aligned with club activities**
  The leader plans necessary expenses in direct relation to planned activities (materials, refreshments, tickets, expert fees). Thinking ahead about needs and costs ensures everything is ready and resources are used purposefully.
- **Use only project-eligible cost categories**
  The leader knows the permitted categories (materials, refreshments, expert remuneration, cultural tickets) and sticks to them. When in doubt, they confirm with staff to keep reporting simple and transparent.
- **Invite external experts when needed (expert remuneration is eligible)**
  The leader proposes external experts when specific skills are required. They coordinate with staff so that fees and procedures are handled correctly under the budget.
- **Collect activity evidence (attendance, short reports, photos)**
  The leader gathers attendance sheets, brief write-ups, and a few photos. These are passed to staff to document implementation and share results.
- **Cooperate with staff to hand over receipts/invoices and required documents**
  The leader promptly delivers receipts and paperwork to the partner staff. Staff archive and file them, but timely collaboration by the leader is essential.
- **Join monthly check-ins (or send updates) on progress and budget use**
  The leader takes part in a short monthly review or sends updates on activities and spending. This maintains alignment and supports quick problem-solving.

🔁 Practical budget flow

✅ Activity design
The leader defines what is needed (materials/outings/expert) within the allowed cost categories.

🔄 Alignment with staff
Check availability and the procedure (how to pay/advance/reimburse). The procedures are set at the Kick-off.

🛒 Purchase/engagement
Make the purchase or formalise the expert's assignment when applicable.

📑 Evidence collection
Keep receipts/invoices, fill in attendance sheets/reports, take photos of the activity; the staff archive on Google Drive.

📞 Monthly update
Report in the monthly call on the state of activities and budget use.

🎨 Extended Guide to Managing WORKSHOPS in Intergenerational Clubs

1. 🧩 What workshops are in the project

Workshops are practical, hands-on, or social activities led by senior leaders or young participants, and they are a central element in club dynamics. Unlike "classes," workshops do not follow a traditional teaching structure; they are based on **direct experience, making/doing, expressiveness, and horizontal sharing**.

Many workshops are born directly from the passions and skills of senior leaders, who thus feel valued in their role and pass on knowledge naturally and authentically. The relational, convivial, and creative dimension makes workshops particularly effective for strengthening the group, reducing the distance between generations, and boosting participants' emotional well-being.

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2. 🧶 Examples of workshops led by seniors

Senior leaders can propose and facilitate activities linked to craft, domestic, or artistic know-how, as well as convivial and cultural experiences. For example:

- □ **Sewing and cross-stitch**: introduction to basics, making small items, creative upcycling of fabrics.
- 🌿 **Gardening and plant care**: sowing, transplanting, cuttings, balcony gardens, aromatic herbs.
- 🎨 **Drawing and painting**: watercolors, pastels, mixed media, themed creative sessions.
- 🎶 **Group singing and music**: folk songs, musical memory, simple instruments.
- 🍞 **Cooking**: traditional recipes, preparing a shared snack, basic nutrition tips.
- 🧺 **Trips and picnics**: exploring the area, visiting parks or markets, easy walks.
- ♟️ **Chess or board games**: mental training, friendly tournaments, strategy sharing.
- 📝 **Creative and autobiographical writing**: short stories, poems, letters, memories, reading aloud.
- 🎁 **Seasonal workshops**: decorations, small gifts, handmade ornaments.

All these labs can be adapted for people with reduced mobility or vision, prioritizing tactile or collective activities.

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3. 💡 Examples of workshops led by young people

Young participants bring tools, languages, and techniques of the present into the club—and not only in the tech domain. For example:

- 📱 **Smartphone maintenance and useful apps**: WhatsApp, photos, storage, safety, voice translators.
- 💻 **Computer and cloud use**: email, Google Drive, file sharing, digital writing.
- 🧩 **Crafts with modern materials**: Fimo creations, mosaics, recycled materials.
- 🎲 **Modern board games**: cooperative or contemporary strategy games.
- 💃 **Light dance and movement**: simple choreographies, stretching, group dances.
- 🧱 **LEGO workshops**: collaborative builds, storytelling with bricks.
- 🎙️ **Podcasting and audio recording**: telling stories, recording interviews, listening together.
- 📸 **Photography workshops**: smartphone use, composition, portraits, basic editing.

Many young people today show a renewed interest in **crafts, art, and traditional cooking**, and see workshops as a chance to learn manual skills and build meaningful relationships.

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4. 🤝 Social activities and discussion-based workshops

Beyond hands-on labs, clubs can also host **informal meetups** that stimulate dialogue, reflection, and intergenerational exchange:

- 📚 **Book club**: shared readings, opinions, intergenerational comparisons.
- 🎬 **Film forum**: collective viewing and discussion of films, documentaries, or shorts.
- 🗣️ **Talking circles**: active listening experiences on topics proposed by the group.
- 🖼️ **Memory workshops**: life stories, objects from the past, photographs.
- 🧠 **Collaborative storytelling games**: stories built together starting from visual or musical prompts.

These activities foster **self-expression, dialogue, and group cohesion**, often with deep emotional impact—even without materials or technical tools.

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5. 🔁 Role exchange between young people and seniors

A distinctive feature of the project is that **young people and seniors can alternate roles** of guiding and learning. A young person might teach how a new app works or how to look up a flight online, and shortly after ask a senior to teach them how to knead bread or identify an aromatic plant.

This **reciprocal exchange** generates respect, reduces stereotypes, creates connections, and builds trust. Young people also discover new passions: many are enthusiastically approaching ceramics, sewing, home cooking, or creative restoration—areas where seniors are invaluable guides.

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6. 🛠️ Practical aspects of organizing workshops

Workshops require careful attention to logistics and room layout:

- 🪑 **Tables and chairs**: keep layouts flexible. For manual activities (sewing, drawing), provide wide, comfortable tables; for talking circles or singing, choose a circular arrangement.
- 🧰 **Materials**: participants should have everything at hand. A central table or a mobile cart is useful.
- 🙋 **Welcome**: a small check-in table with attendance sheet, pens, badges, and info about the activity.
- ☕ **Refreshment corner**: a dedicated table with drinks and light snacks (water, herbal teas, unsweetened juices).
- 🔊 **Acoustics**: watch out for echo and background noise. If needed, use a portable mic.
- 🕯️ **Atmosphere**: warm lights, soft music only if appreciated, gentle scents, hardy plants or flowers.
- ♿ **Accessibility**: ensure easy movement, comfortable seating, well-lit and safe spaces.

Everything should be designed to be functional and welcoming, so that everyone feels at ease and is encouraged to participate actively.

💻 DIGITAL SKILL: FORMS & REGISTRATIONS

How to manage registrations — from digital to analog

🎯 Overall objective

Learn how to **create, share, and manage accessible registration forms** for everyone, with special attention to senior inclusion and the **supporting role of local associations**.

📌 Objectives of the registration system

An effective registration system must be **inclusive, organized, and easy to use**.
Everyone should be able to access information and register easily, **regardless of their digital skills**.

Main objectives

- **Accessibility for all:** offer multiple channels (Google Forms, phone, paper form) to avoid exclusions.
- **Clarity and transparency:** make the purpose of data collection and the next steps easy to understand.
- **Reducing digital barriers:** plain language, large fonts, step-by-step instructions.
- **Data minimalism:** ask only for what is needed to run the event.
- **Sustainability:** reduce paper, but keep a printed alternative.
- **Collaboration with supporting associations:** each senior can rely on a local association (Eufemia, Cooperacja, EduTEx) for help with filling in, printing, and managing registrations.

🛠️ 7-step workflow

1) Define the event

- Clearly describe **title, objectives, date, time, and place**.
- Specify the **maximum number of participants** and the **registration deadline**.
- Indicate the person or **association responsible** for receiving and organizing registrations.

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2) Create the forms (digital + paper)

- Build a **Google Form** as the main collection channel.
- Prepare an **equivalent paper form** with the same fields and clear design.
- Ensure both include the same privacy notice.
- Have the template approved by the supporting associations, which will check clarity and readability.

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3) Test with real users

- Test the form with a small group, especially seniors.
- Observe how long they take, where they get stuck, whether questions are clear.
- Collect feedback and refine the form before the official release.
- Involve the **supporting associations** to gather observations and practical suggestions.

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4) Multichannel sharing

- **Online:** email, WhatsApp, social media, website.
- **Offline:** posters, registration desk, phone, presentation meetings.
- Keep **consistent messages** across all channels: same titles, deadlines, contacts.
- **Supporting associations** distribute printed materials and assist those who prefer in-person or phone registration.

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5) Registration support

- **In-person desk** (e.g., library, community center, association office).
- **Dedicated phone number** for those without Internet access.
- **Supporting associations** accompany people step by step through the digital or paper form, explaining terms, privacy, and steps clearly and reassuringly.

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6) Confirmation and reminders

- After submission, send a **clear confirmation** by email or SMS with essentials (date, time, location, contacts).
- If needed, call participants who used the paper form to confirm their registration.
- A few days before the activity, **supporting associations** can re-contact registrants to remind them of times and practical details.

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7) Data storage and management

- All digital responses flow into a **Google Sheet** organized per event.
- Paper forms are transcribed into the same sheet by the **supporting associations**.
- Data is kept only to manage registrations, then archived or deleted in compliance with privacy rules.

📋 Recommended structure of the Google Form

Sections & key fields

- **Section 1 – Event information:** title, date, venue, contacts.
- **Section 2 – Participant data:** full name*, email*, phone, age band (optional), city/district.
- **Section 3 – Accessibility & needs:** transport, assistance, large print, other needs.
- **Section 4 – Consents:** privacy*, image use (optional).
- **Section 5 – Summary:** confirmation message and useful contacts.

📝 Equivalent paper form

1. Activity title, date, venue, and phone contacts.
2. Participant data: name, phone, email (if available).
3. Preferences & needs: transport, accompaniment, printed materials, other.
4. Privacy consent with short text and signature line.
5. Where to submit it (e.g., association office or event).
6. Space for internal notes.

Design tips

- Large font, plain language, high contrast.
- QR code or short link to the Google Form for those who prefer to complete online.

📣 Sharing & channels (accessibility first)

A good registration process starts with clear, widespread communication.
Everyone should have a convenient way to access the form.

Online

- **Email:** short, clear subject (“Register for the [topic] workshop”).
- **WhatsApp / Telegram:** concise message with link and image.
- **Social networks:** post with visual, clear copy, and direct link.
- **Website:** dedicated page with concise description and “Register” button.

Offline

- **Posters & flyers:** include a QR code and a phone number.
- **Registration desk:** in venues frequented by seniors (community centers, libraries, clubs).
- **Phone:** those without Internet can dictate responses to an association operator who fills in the online form.

Associations’ support

Supporting associations will:

- distribute paper forms in meeting places;
- help people fill in the digital or paper form;
- collect registrations and ensure each participant receives confirmation.

Communication timeline

- 3 weeks before → open registrations.
- 1 week before → reminder.
- 2 days before → last call for late registrations.

🔐 Privacy & GDPR (essential)

- Collect only strictly necessary information.
- Always explain why you collect data (“to organize your participation”).
- Request signed privacy consent and, if needed, image/video consent.
- Keep data for a limited period and communicate this clearly.
- The notice must be identical in the digital and paper forms.

📦 Materials

- Computer or tablet with Internet.
- Printed forms, pens, QR code and posters.

- Dedicated phone for registration support.
- Board or notice area for feedback.

✅ Ready-to-use checklist

Before

- Objectives and deadlines defined
- Google Form created and tested
- Equivalent paper form ready
- Privacy notice approved
- Supporting associations briefed and coordinated

During

- Active in-person and phone assistance
- Collection of paper registrations
- Transcription into the digital sheet

After

- Reminders sent
- Data delivered to supporting associations
- Secure deletion or archiving

📘 Appendix – Comprehensive guide to using Google Forms

Creating a **Google Form** is simple and very useful.
It's used to collect information, manage registrations, and reduce paper.
Below is a detailed guide for first-time users.

🔷 1. Access & creation

1. Go to https://forms.google.com or **Google Drive** → **New** → **Google Forms**.
2. If you don't have a Gmail account, create one for free or ask your association for help.
3. Enter a **clear title** and a **short description**.

Example: "Registration for the Sustainable Cooking Workshop – Fill in this form to participate."

4. In the description, state what happens after submission (confirmation, organizer contact).

🔷 2. Structure & organization

1. Divide the form into sections:
    - Event information
    - Participant data
    - Needs or preferences
    - Privacy consent
2. Keep few questions per section (1–3 max).
3. Use a natural order: who you are → how to contact you → what you want.
4. Check **Preview** (eye icon) often to verify smartphone readability.

🔷 3. Question types

- **Short answer:** name, email, phone.
- **Multiple choice or checkboxes:** activities, time slots, needs.
- **Paragraph:** notes or personal requests.
- **Dropdown:** if there are multiple dates or venues.
- Mark as **Required** only the truly essential questions.

Keep questions short and understandable; always explain the purpose ("so we can contact you in case of changes").

🔷 4. Settings & accessibility

1. Open **Settings (gear icon)**.
2. Enable "Collect email addresses" if you want to send confirmations.
3. Disable "Restrict to users in the domain" to allow anyone to respond.
4. Use **response validation** to avoid errors (valid email, numbers only for phone).
5. Add a **custom confirmation message**, e.g., "Thank you! We'll contact you soon to confirm your registration."
6. **Supporting associations** can help verify readability and accessibility on small screens.

🔷 5. Sharing & managing responses

1. Click **"Send"** (top right).

2. Copy the **link** or generate a **QR code**.
3. Shorten the link by ticking “Shorten URL”.
4. All responses are saved automatically in a **Google Sheet**.
5. Share that sheet only with **supporting associations**, which will manage registrations and participant lists.

🔷 6. Continuous improvement

1. After each event, review the form with the associations.
2. Ask: “Which question was unclear?” or “What could be simplified?”
3. Update wording and section order based on feedback.
4. Save a copy of the best forms in Google Drive to reuse.

📣 Promotion Strategy for Intergenerational Clubs

1) Promotion objectives

- 📢 **Make the clubs and their activities known** in the local community and online. Dissemination is a **shared responsibility** of the partners and also takes place through **local events**.
- 🧩 **Activate and engage key targets**: seniors, families/caregivers, young people 15–30, institutions (senior clubs, social services, schools, local authorities), enhancing **intergenerational exchange**.
- 🎬 **Link promotion to the project video**: screenings of "**See Loneliness, Find the Solution**", participation in **festivals** and **online publications**.

2) Audiences and stakeholders

- 👵👴 **Seniors (60+)**, especially those experiencing loneliness or exclusion.
- 👨‍👩‍👧 **Families and caregivers**.
- 👩‍🦱🧑🎓 **Young people (15–30)**, to be engaged as participants and co-facilitators.
- 🏢 **Institutions and local communities**: clubs, care homes, local authorities, non-profit organizations.
- 🏛️ **Decision-makers and local authorities**, invited to public events to foster support and continuity.

3) Key messages and tone

- 💡 **Guiding idea**: "**From feeling alone to feeling part of something**". Clubs are **places of connection and support**, also linked to **helplines** and **social initiatives**. The video aims to **spark awareness** and direct people towards **concrete solutions** (clubs, support lines, initiatives).
- 💬 **Tone**: **clear, empathetic, non-paternalistic**. Use **explicit calls to action** ("Come and try", "Bring a friend") and **youth-oriented CTAs** ("share", "co-organize a workshop").

4) Content and materials to produce

- 📝 **Core texts**: short social posts, WhatsApp invitations, activity sheets, "Join the Club" page on the partner site, FAQ sheet.

- 🖼️ **Visual materials**: image set (authentic portraits, activities), **poster/flyer** (graphics included in the budget), social graphics.
- 📼 **Video**: extracts/teasers of the 10′ film to launch and remind appointments; upload on **YouTube**, social channels and partner sites.
- 📦 **Press kit**: **press release**, 5 royalty-free photos, film synopsis, club description, contacts, calendar (promotion in local media is planned).

5) Channels and tactics

🌐 Online

- 💻 **Partner websites and project blog**: "Join the Club" page with **calendar**, **contact form**, **film link**.
- 📱 **Social media**: Facebook (local groups, Pro Loco, parishes), Instagram (stories from the workshops), YouTube (film and clips).
- 💰 **Low-cost campaigns**: budget line for **paid reach** and graphics (posts/posters), useful to promote film and appointments.

📍 Offline

- 🎉 **Festivals**: presentation of results, film screening, stands with seniors and youth, **demo workshops**; effective to recruit new members and generate **press coverage**.
- 📌 **Targeted postings**: posters in libraries, pharmacies, markets, clubs, parishes, municipal offices; leaflet distribution at **neighborhood events** (graphics included in the budget).
- 🤝 **Institutional network**: formal invitations to institutions/decision-makers for **patronage** and amplification; involvement of **local organizations** to expand reach.

6) Operational flow: from copy to dissemination

1. ✍️ **Brief**: objectives, targets, calls to action, schedule and channels; alignment with **dissemination standards**.
2. 📝 **Writing**: invitations (versions for seniors/young people/families), **leaders' mini-biographies**, descriptions of the workshops.
3. 🗺️ **Localization**: adapt references to the territory.
4. 🎨 **Graphics**: lay out poster/flyer, create social images, headers for sites/letters (graphics budgeted).
5. 🗓️ **Editorial plan**: sequence **announcement** → **reminder** → **"see you today"** → **photo recap**.

6. 🚀 **Publication and dissemination**: partner sites, social channels, local groups, mailing; include **film/teaser** at key moments.
7. 📣 **Media and institutions outreach**: send press release to local press/radio; invitations to **schools, libraries, social services**.
8. 💬 **Community management**: reply to comments/messages, collect sign-ups, facilitate **word of mouth**.
9. 📊 **Evidence collection**: film views, interactions, attendance, photos/feedback; highlight at **dissemination festivals** and on platforms.

7) Indicative timeline (aligned with project activities)

- 🕘 **Pre-launch**: club announcement and film teaser; invitations to target audiences.
- 🗓️ **Pilot club period (3 months)**: **continuous communication** (weekly reminders, "behind the scenes", mini-interviews).
- 🎪 **After the pilot**: **festival** with film screening, round tables, demo workshops; strong **media and institutional** push.

8) Monitoring

- 👫 **Participation**: club sign-ups; maintaining a **stable group** (e.g., ≥10 regular participants) as an effectiveness indicator.
- 🕸️ **Network quality**: number of **local entities involved**, attendance at festivals, **institutional contacts** activated.

9) Inclusion and accessibility

- 📢 **Accessible materials** to reach broad and mixed audiences; attention to **rural/peripheral contexts** with offline channels and physical touchpoints.
- 🔍 **Readable formats** (large fonts, clear calls to action), "warm" channels (**phone/WhatsApp**), **volunteers** supporting during events and festivals.

10) Ready-to-use message examples

📄 **For seniors and families (post/flyer)**
"Do you feel alone or want to widen your circle? At the Club you'll find **practical activities**, **company** and **new ideas**.
We're waiting for you **on Tuesday at 5 pm in the library**: **bring a friend** and discover our **free workshops**.
📞 Info: [partner contact]."
📽️ *(Pair with a screening or a teaser of the film to build curiosity and trust.)*

📲 **For young people (Instagram/TikTok post)**
"Want to help and learn a creative skill? Join the **Intergenerational Club**: **teach something you know** (apps, photos, games) and **learn** sewing, cooking or gardening from seniors.
Sign up now and bring two friends!"

🗞️ **For institutions/media (press release)**
"The project **From Loneliness to Solidarity** launches **intergenerational clubs** and the film **See Loneliness, Find the Solution**.
🎯 Goal: **awareness, participation and bonds between generations**, with **dissemination festivals** and **local activities**.
🎙️ We invite institutions and media to **collaborate and amplify**."

11) Recap: physical and digital entities to involve for promotion

🏢 Physical spaces and local entities

- 📚 Libraries
- 💊 Pharmacies
- 📰 Other neighborhood shops (newsstands, tobacconists, bakeries, stationery stores, hardware stores, housewares shops, neighborhood supermarkets, bars/cafés, mobile phone shops, herbalist shops, parapharmacies and similar)
- 🏛️ Municipal offices
- 🎭 Cultural or recreational clubs
- 🛒 Street markets
- ⛪ Parishes
- 🏫 Schools (upper secondary, vocational, CPIA)
- 👴 Senior clubs
- 🏡 Care homes
- 👨‍💼 Public bodies and social services
- 📻 Local newspapers and radio stations
- 🎪 Local festivals and fairs

🤝 Institutional network

- 🏙️ Municipalities and departments
- 🤝 Partner organizations
- 🌱 Non-profits and social promotion associations (APS)
- 👩‍🎓 University of the Third Age

🌎 Digital channels

- 🌐 Partner websites
- 📧 Mailing lists
- 💬 WhatsApp (groups and direct invitations)
- 📸 Instagram
- ▶️ YouTube
- 💬 Facebook groups (Pro Loco, neighborhoods, local associations)

🧭 Digital Skill: Coordination

How to coordinate groups, maintain participant connection, and communicate simply and effectively

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🎯 Objectives

- Maintain regular, clear, and inclusive communication among senior leaders, participants, and supporting associations.
- Give continuity to clubs with a predictable cadence of meetings and messages.
- Use simple tools (WhatsApp, e-mail, phone) with shared rules.

🧩 Coordination structure (who does what)

- **Club senior leaders**: schedule meetings, define themes, activate contacts with participants.
- **Young people/volunteers**: practical support on digital tools, layout of materials, short "step-by-step" guides.
- **Supporting associations (Eufemia, Cooperacja, EduTEx)**: spaces, logistics, communication channels, in-person/phone assistance, collection and archiving of contacts.

⏱️ Recommended cadence

- Club meeting: once a week or every two weeks.

🧰 Digital tools (simple and inclusive)

- **Video calls (WhatsApp / Meet / similar)**: for alignment among leaders and among associations.
- **Messaging (WhatsApp)**: invitations, concise reminders, short links.
- **E-mail**: more structured communications, attachments, summaries.

✉️ Keeping in touch & communications with participants

1) Channel selection (recommended mix)

- **WhatsApp – Club group**
  Pros: immediacy, high open rate.
  Variant: broadcast list for official communications only (no visible replies).
- **E-mail**
  Pros: longer messages, attachments, archive.
  Tip: clear, short subject; body no longer than 12 lines.
- **Phone / SMS**
  For those who don't use smartphones or e-mail: brief confirmation call and/or SMS with essential info.
- **Offline**
  If possible, a noticeboard in the venue/community center with updated calendar and contacts; flyers with QR code and phone number.

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2) Simple rules for the WhatsApp group

- **Purpose**: info about meetings/activities; no chains, politics, or spam.
- **Times**: avoid sending between 18:00 and 10:00.
- **Frequency**: max 2 official messages per week, plus the event reminder.
- **Roles**: at least two admins (leader + association).
- **Netiquette**: short replies, use reactions where possible, close a topic with "Thanks, received".

🕑 When and how to send information & reminders

A) After the activity (to strengthen the bond)

Within 24 hours after the meeting – Thank-you message + key point

- *WhatsApp (short)*:

"Thanks for today! Key idea: _____. Photo. Next meeting: [date/time]."

- *E-mail (short)*:

Subject: "Thanks for joining – [Title]"
Body: 3 lines + photo.

Between the third and fifth day after the meeting – Small "keep-in-touch" message

- *WhatsApp*:

“Who’s trying ___ this week? Let’s share an example at the next meeting!”
(Optional: mini-prompt such as a photo, short video, recipe, or exercise)

B) Ahead of the next meeting (to increase attendance)

Two days before the meeting – Practical reminder

- *WhatsApp*: time, place/link, “what to bring” (documents, glasses, water), contact reference.
- *E-mail (if needed)*: logistics details + engagement question (“What would you like to clarify?”).

The day before the meeting – Light confirmation

- *WhatsApp*:

“See you tomorrow at [time]. If you can’t come, let us know here.”

Two hours before the meeting (optional) – Last touch

- *WhatsApp*:

Map location or bus stop, room number, doors open 15 minutes earlier.

📌 **Recommended sending times**: between 10:00–12:00 or 18:00–19:30 (higher likelihood of being read).
📣 **Tone**: warm, concise, with a clear call-to-action (e.g., “Reply Yes if you’re coming”).
🧠 **Accessibility**: short sentences, essential emojis, short links.

🗂️ Operational templates (ready to copy)

WhatsApp – Invitation / Save the date (one week before)

“Hi! Next meeting **[Title]**: **[day date] at [time]** in **[place]**.
We’ll talk about:
• ____
• ____.
Bring: _____.
Coming? Reply *Yes/No*. Thank you!”

WhatsApp – Reminder (two days before)

“Reminder: **[Title]**, **[day] at [time]**, **[place]**.
What to bring: _____.
Info: [tel]. See you soon!”

E-mail – Post-activity summary (within one day after)

Subject: "Thanks for yesterday – materials & next steps"
Body:

"Thanks for taking part in **[Title]**.
Next meeting: **[date/time]** in **[place]**.
For questions: [contact]."

E-mail – Pre-event detailed (two days before)

Subject: "[Reminder] [Title] – times, place, what to bring"
Body:

Time, map, list of materials, any accessibility notes (elevator, parking).

🤝 Techniques to maintain the bond

- **Light rotating roles**: who opens, who takes 3 notes, who sends the reminder.
- **Micro-tasks between activities**: bring an example, an object, a link to share.
- **Mini showcase events**: open days, public presentations, collaborations with libraries/community centers.

✅ Mini "ready-to-use" checklist

- Next meeting agenda ready (title, 2 activities, timing).
- Save the date sent one week before.
- Practical reminder sent two days before.
- Light confirmation sent the day before.
- Post-activity: thank-you + materials within one day + small feedback after two.
- Contact list updated; new people added to the WhatsApp group (with consent).

🌿 Sustainability Education

🧭 How to make a difference with simple, everyday actions

Three key areas to tackle together — at the club and at home:
♻️ **Recycling**, 🛒 **consumer choices**, 💡 **energy saving**.

♻️ Recycling: less confusion, more effectiveness

👉 *Better to sort a few items correctly than everything poorly.*
📌 Rules **vary from municipality to municipality**. When you're unsure, it's better **not to contaminate** the plastic stream.
👉 If something is very greasy or dirty, put it in **residual waste**.

💬 **Question for the group:**

"Which item confuses you the most?"

📍 **Practical tip:**
Post near the bins a sheet with **5 ambiguous items and how to sort them**.

🛒 Everyday choices: less packaging, more local

✔️ Choose **loose produce** whenever you can
✔️ Avoid **single-serve** items
✔️ Carry a **reusable bag**
✔️ When possible, prefer **local and organic** products

💡 Energy saving: more attention, lower bills

✨ Turn off lights when leaving a room
✨ Use **LED** bulbs
🔌 For TV and decoder, use a **power strip with switch**
🍳 In the kitchen: lid on the pot, only the water you need
🧊 Open the fridge as little as possible, at the right temperature

💬 **Prompt for discussion:**

"Is there a device you could truly switch off when not in use?"

📝 **At the club or at home:**
Make a list of **3 new habits to try together for one week**.

🙋 Quick FAQs

❓ **Greasy paper in the paper bin?** Usually **no**. If very dirty → **residual waste**.
❓ **Does plastic need washing?** Just remove **visible dirt**; it doesn't need to be perfect.
❓ **I don't remember the rules anymore…** Put up a **simple note** with 5 solved cases. If in doubt, check the **municipal guide** or ask **on site**.

♻️ Eco Friendly Solutions

Sustainability in small everyday actions

🎯 Why do it?

To make each activity, meeting, or trip more respectful of the environment by **reducing waste**, promoting **more responsible lifestyles**, and **valuing local resources**.

🌱 Guidelines to keep in mind

- 💻 **Use digital when you can**
  Avoid unnecessary printing. Prefer WhatsApp messages, emails, or shared PDFs.
- 🥕 **Choose local and organic products**
  When possible, use local and organic ingredients for snacks, lunches, or events.
- 🚫 **Reduce single-use**
  Avoid disposable plates, cups, and cutlery unless they're compostable. Even better: reuse.
- 📚 **Talk about ecology too**
  Include activities on recycling, energy saving, and sustainable lifestyles in clubs or training sessions.

🛠️ Practical ideas for club life

- 🧵 **Useful and creative workshops**
  Propose activities on reuse and recycling, or on choosing eco-friendly products in daily life.
- ☕ **Sustainable breaks**
  Use water pitchers and reusable cups. Avoid single-serve snacks, and keep an eye on sugar.

🎪 Tips for events

- 🧩 **Give space to sustainability**
  Set up areas or stands that show the clubs' good practices to inspire the community.

🚶 Responsible travel

- 📍 **Help people choose well**
  When inviting to a meeting, share bus/tram options and walking/cycling routes in advance.

📘 Educate for sustainability

- 🎓 **Include these topics in training**
  Ensure participants and coordinators know the basics of recycling, energy saving, and everyday eco-practices.

✂️ Small everyday examples

- 🖊️ **"Smart" stationery**
  Refillable pens, paper tape, reusable binders.
- 🚮 **Visible separate waste collection**
  Place clear signs near bins during breaks.

✅ Checklist for a greener meeting or event

- 📄 Do we really need to print anything?
- 🍏 Are food and drinks local and sustainable?
- 🍽️ Have you planned reusable or compostable cups and tableware?
- ♻️ Is separate waste collection easy to find and understand?
- 🚌 Have you shared public transport options or suggested ride sharing?
- 🌻 Have you included a small eco moment? (e.g., recycling lab, reuse activity, seed planting)

REAL SIMULATION FOR A CLUB'S MEETING
Real references, not theory: Who, What, When, Where, How

📌 **Title**

📌 **Topic**

📌 **Aim(s)**

📌 **Target group (who, how many, age)**

📌 **Activity/exercises and timing**

📌 **Materials**

📌 **Logistics (space, transport, ...)**

📌 **Supporting people**

📌 **What else?**

💡 **Operational flow**

✍️ **Brief**

📝 **Writing**

🗺️ **Localization**

📄 **For seniors and families**

📲 **For young people**

🗞️ **For institutions/media**

🗓️ **Editorial plan**

📣 **Sharing & channels**

🌐 **Online**

📍 **Offline**

🏢 **Physical spaces and local entities**

📡 **Media and institutions**

💬 **Community management**

📋 **Registration Form**

🕒 **When and how to send information & reminders**

🔁 **Practical budget flow**

🛒 **Purchase\Costs**

📝 **Evidence collection**

📐 **Seating and Tables**

♿ **Accessibility**

📎 **Materials table**

🙋 **Welcoming table**

☕ **Refreshment table**

🖥️ **Useful equipment**

💐 **Decorative touches**

🕯️ **Atmosphere**

🎶 **Music**

💡 **Light**

🌸 **Scents**