



IAESTE
Connect Region



IAESTE
Central European Region

IAESTE CoRe & CER

Workshop Leaders Pool Guidelines

This document was approved by:

- CER Representatives meeting on 20/10/2017
- CoRe Representatives meeting on 1/11/2017

Objective

“While we teach, we learn”, this is a famous quote of Seneca known by many, still agreed upon by scholars nowadays. However, it is not practiced a lot. IAESTE as a learning platform is a perfect place to bring this quote into practice. As university students we gain a lot of knowledge and skills, but for true mastery you should teach them to others. While you are trying to teach, you have to restructure the knowledge in your mind in such a way that other people can understand it. When you do this the knowledge gets even more ingrained in your brain.

In IAESTE we can provide a teaching platform for both sides through Workshop leaders. In short, you should want to become a workshop leader because two reasons: to master your knowledge and skills, and to share information with others that will improve IAESTE.

Introduction

The IAESTE CoRe & CER Workshop Leaders Pool, to be called simply Pool for the rest of the document is a joint collaboration between two IAESTE Regions: Connect Region (CoRe) and Central European Region (CER).

The aim of this platform is to provide a source of Workshop Leaders for the various IAESTE Conferences, events or webinars that may take place within CoRe and CER. The Pool is also used as training ground for any IAESTE member willing to improve their presentation and workshop leading skills.

Management of the Pool

Structure

The Pool is managed by two Pool Managers, who are both members of the corresponding Management Team of the IAESTE regions: CER and CoRe.

- The Manager representing CER is the Workshop Coordinator for CER
- The Manager representing CoRe is the Events Coordinator in CoRe.

If any of the two Managers is incapable or not elected, the responsibility goes to the Regional Coordinator of the particular region.

Member applications

The membership management is the responsibility of the two Managers. They are in charge of processing applications for becoming member of the Pool and to promote members to a different status within the Pool.

Both Pool Managers must agree on the decision of accepting applications, otherwise, the application can not go through.

Tracking of feedback

Feedbacks are essential parts of workshops: a unified feedback form will be used to evaluate workshop leaders' performance.

After each event in which workshop leaders from the Pool are participating, it is the responsibility of the Pool Managers to process the feedback collected from participants of each workshop.

The Pool Managers have to keep the overall results of the workshops in a source which is available at any time when processing applications from Junior members.

Selecting workshops for Conferences

Each Manager of the Pool can have full usage of the Pool for any conference or similar knowledge sharing event organized in his/her corresponding region.

The fee reduction for the WS Leaders depends on the Conference and can vary from one conference to another.

Members

The members of the Pool need to fulfil the following requirements:

- Be a member or an Alumni of IAESTE in any of the countries that belong to CoRe or CER
- Experience in the proposed workshop topic
- Good English skills

The members of the Pool will be entitled to:

- Lead Workshops at any conference organized by CoRe or CER

The members of the Pool are NOT guaranteed to:

- To be given a workshop at a particular conference just as a result of being a member of the Pool

Among the members of the pool, there are two stages of membership: Junior and Senior.

To see who is currently in the Workshop Leaders pool, it is possible to check the list of [Senior Workshop Leaders](#) or the list of [Junior Workshop Leaders](#). Both lists are constantly being updated.

A member of the pool will keep his membership status until he/she voluntarily declares his will of being removed, or when has not been actively leading workshops for a year

Junior members

It is the initial status for members who join the Pool.

A Junior member need to lead a workshop in pair, not alone. A suitable partner may be:

- a) Senior Workshop Leader - It is the preferred option.
- b) Junior Workshop Leader - In the case the selected workshop partner is another Junior Workshop Leader, it must be stated why that person in particular was chosen and how it could help in conducting the particular workshop topic.

A Junior member may receive benefits in terms of fee reduction, depending on the conference.

Senior members

A Senior member is such a member that has demonstrated proficient ability to lead Workshops at various occasions. He/she is expected to use this experience to teach Junior members and guide them through the process of becoming a Senior member.

A Senior member may receive benefits in terms of fee reduction, depending on the conference.

Application process

Junior members

Anyone can apply to become a Junior member of the Pool. The only requisite is to be IAESTE member in any of the countries that belong to either CER or CoRe. A successful application will be ultimately approved by the decision made by the Pool Managers.

Preferably, the applicant will have attended the workshop “How to Become Workshop Leader” which will be available several times per year: at Connect Conference (CoCon), the two Central European Convention (CEC) and LEAP Conference.

The applicant will need to complete the following steps in order to complete his/her application:

- 1) Motivation letter showing the applicant's interest in joining the Pool
- 2) CV focused on IAESTE activities and positions.
- 3) Explicit approval from the applicant's NC, e.g.: via email.
- 4) A recommendation letter from CER/CoRe Management Team member or National Secretary or CER/CoRe Representative or National Committee member.
- 5) Prepare a general outline about how to run a workshop on a topic of interest for the candidate.
- 6) Send an email to cer.management@iaeste.eu and core-management@iaeste.eu

The applicant will be then invited to a small interview with the Pool Managers during which his/her motivations will be evaluated.

Senior members

A Junior member of the Pool is entitled to apply for Senior status after fulfilment of the following requirements:

- 1) To be a Junior member of the Pool.
- 2) To have led two workshops of sufficient length (at least 2h) in previous Conferences at CoCon, CEC, LEAP or JUMP. These two workshops may take place at the same conference.
- 3) To have an overall good feedback from his workshops (at least 80% of feedback rating were 7 or more)

A complete application to become Senior member of the Pool needs to go through the following steps:

- 1) Get a recommendation from the Workshop Leader(s), who the candidate has been working with
- 2) Send an email to cer.management@iaeste.eu and core-management@iaeste.eu

The candidate will be invited to an interview with the Pool managers and they will finally make a decision upon the candidate's application resolution.

Fee reduction at Conferences within CER or CoRe

Members of the Pool will benefit from a reduction on the fee when attending Conferences within CoRe or CER where they lead a workshop. The amount to be reduced depends on the particular Conference under consideration.

Connect Conference (CoCon)

When leading workshops at Connect Conference, the WS Leaders will have a reduction of:

	1 Workshop	2 Workshops
Senior	80% of the fee	100% of the fee
Junior	60% of the fee	80% of the fee

One Workshop consist on a session of 3-4 hours.

Central European Convention (CEC)

When leading workshops at CEC, the WS Leaders will have a reduction of:

	1 Workshop	2* Workshops
Senior	50% of the fee	100% of the fee
Junior	25% of the fee	50% of the fee

*A whole day workshop is considered as 2 workshops regarding the fee.

LEAP Conference

Applying to lead workshops at LEAP conference will be only possible for Senior WS Leaders

When leading workshops at LEAP, the WS Leaders will have a reduction of:

# Workshops	1 Workshop	2 Workshops	3 or more workshops
Senior	25% of the fee	50% of the fee	100% of the fee