



Manual for the TIG leaders in the ETEN network

First of all, we would like to thank you for volunteering to be a TIG leader for one of ETEN's many Thematic Interest Groups (TIG). Below, you will find some guidelines to help you organise and lead your TIGs as well as an overview of the tasks that being a TIG leader involves.

Meetings:

The TIG leadership team is encouraged to participate in the following two yearly ETEN gatherings:

- **ECO/TIG leader meeting:** Autumn meeting in September/October each year (Wednesday/Thursday afternoon – Friday/Saturday afternoon).
- **ECO/TIG leader meeting and General Assembly** (Wednesday/Thursday) + **ETEN Conference** (Wednesday/Thursday afternoon and Friday/Saturday evening). The exact days of the week will depend on the needs of the host university and will be approved by the board.

Practical considerations and tasks during the year:

October/November/December:

TIG leaders are responsible for the following:

- Update and edit the TIG page on www.etenjournal.com throughout the year and especially October/November. The editor will provide the TIG leaders with editing rights and guidance if necessary.
- Contact former TIG participants to inform them about the future conference (conference dates, deadlines for call for papers) and to encourage them to make presentations, carry out workshops, write papers and share good teaching practices.
- Please note, that a central conference theme is decided upon by the host university. The TIGs can introduce a sub-theme if they want.
- Encourage TIG-gies to subscribe to www.etenjournal.com to get information about ETEN and the future conference.
- Make sure that signed up participants receive a call for papers form as well as a letter/email of acceptance.
- Deadline for call for papers: February 1st.

February/March/April:

To be in contact with hosting institution for:

- Receiving participants' lists in time to contact all participants to encourage them to deliver presentations.
- Ensuring that TIG session rooms will meet the requirements specified by TIG leaders as well as having the necessary equipment.

- Arranging cultural and/or school visits and activities in collaboration with the conference hosts.

To be in contact with participants

- Deliver a preliminary program for the presenters to be confirmed and accepted.
- Send out the final programme to TIG-gies when ready.
- Always contact participants in groups as BCC (Blind Carbon Copy). TIG leaders are encouraged to respect GDPR data protection laws.

Considerations for the TIG programme:

- Plan a school visit or a cultural visit during the TIG sessions in the April ETEN conference.
- Plan a 'TIG mingle' with another TIG leadership team where TIGs join forces for parts of the TIG-programme.
- First evening after the opening ceremony at the conference is 'TIG-evening'. The TIG leaders are encouraged to book a restaurant for dinner, if possible, with their TIG-participants following the opening ceremony. Second evening is the free evening, and the last evening is the gala dinner.

During the conference

- Be ready for last-minute changes. At the conference some TIG leaders will experience a need for last-minute changes due to late cancellations from participants.
- The TIG leadership will meet all TIG participants during the opening session in a space provided by the host university. An informal *meet and greet* will take place especially for the new TIG participants. This is also a chance for the TIG leadership to check if everyone has arrived for the conference.
- At the end of April meeting: encourage participants to write posts and articles for www.etenjournal.com and JETEN and invite the participants for a conversation for future ideas.

Be aware of

- Sometimes there is a wish from some possible participants to participate in the conference online and/or do online presentations. The ETEN board has decided that online/hybrid meetings do not contribute to the spirit of ETEN. If the TIG leadership is approached about this matter, please contact the TIG coordinators of the board.
- Possible TIG leadership changes and elections should be done in collaboration with the TIG coordinators of the board.