**TRAECE - Training, Networking and Mobility
in Early Childhood Education and Care
Project: 2018-1-DE02-KA202-005019**

**Learning/Teaching/Training/Activity - LTTA Virtual Alternative –
17th May till 20th May 2021**

Introduction Pattern of TRAECE Multiplier and Teaching and Training Events

Dear user,

we would like to inform you about the pattern of Multiplier and Teaching and Training Events.
We did the LTTA virtually from 17th May till 20th May 2021. Four days from 9 till 4 pm. It was a challenge because usually it is recommended not to do video conferencing that long in a line. Nevertheless we got a very positive feedback from participants. The content we wanted to present is very comprehensive and still some participants asked for deeper and more information. We had very much input from our Italian partner in between. That provided a changing structure of input, training, interactivity and reflection.

In this way it is possible to do a four day LTTA, however with the provided structure we present the possibility to reduce the daily duration of events and to prolong the whole duration (e.g. one month per LTTA). It is also possible to skip parts of the LTTA that can`t be served or are not necessary in a certain context.

Depending on your needs you are able to choose your relevant structure and take parts of our proposal. All content is structured in 2-hour-units. That facilitates the individual choice. All information is provided on this website and in addition inside the database. With the content of this pattern your are able to run a full LTTA or use parts to disseminate the project results and/or to run a Multiplier Event.

Of course we will support you if you need further assistance.

In the table below this introduction file we provide the following files for download:

Nr	Topic	File name	Remarks
	Preparation before meeting/conference	- TRAECE_VLTTA_Booklet_final.pdf (originally planned version) - TRAECE_VLTTA_Working_ Version_final.pdf (originally planned version)	- Choice of conference tool - Sent to "guests" before conference (content of meeting, questions for breakout rooms, links, instructions how to follow the meeting) - Sent to "consortium members" actively prepared the event before conference (direction instructions per member)

	Start of conference/Back-office/Preparation of moderator/Preparing visitors/Technical support	- Links and instructions_TRAECE LTTA.pdf
		- conference support_TRAECE.pdf
		- TRAECE_VLTTA_Working_ Version_MODERATOR_final.pdf (updated version)
			- Another person minimum as co-moderator (interruption meeting, chat, uploading files, reporting conference)
			- All documents on desktop (in case website is not reachable*1)
			- Account file (all accounts on desktop of moderator, easy copy and paste option)
			- Links and instructions (all links and instructions on desktop of moderator; easy copy and paste option)
			- Conference support (Rules for video conferences)
			- Information for moderator
			
			- Attendance proof (Proof of attendance and information:
			  - Every participant inserts name and institution in chat
			  - Screenshot of participants (pictures and participant list)
			- Technical support: We recommend 1st day half an hour before meeting and following days 15 minutes before conference

	Start of conference/Starting with content	- TRAECE_VLTTA_ Agenda_short_final.pdf (originally planned version)	- Presentation of program (brief, main topics), every morning it is recommended to repeat results of the day before and inform about agenda of the day - Collection of expectations and results. It is very important to have exchange about expectations and needs. Follow this input

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			and explain the limitations of the event, change and react on the input and reflect in the end what was served. In our case we changed the structure in some parts (compare Agenda_short_final.pdf towards TRAECE_VLTTA_Working_ Version_MODERATOR_final.pdf). According to the needs we generated in addition guidelines and FAQ list for the use of database. We explained limitations: We have been asked to have an input of social systems and the comparison of them. That would be a very time consuming process. We proposed as alternative the brief introduction in the presentations of participating institutions and the comprehensive overview of social and educational systems on the website.
	Implementation of LTTA		- Change of tools is very important to stay in contact with participants. 1/3 of the participants had no deep information about the content. It is vital to keep contact to them over the whole duration. - Interactivity is very important in this kind of event. We often used breakout rooms for closer exchange and mixed the institutions, countries and persons for mutual exchange. - Change of content is very important for such a long period. We changed input and direct exchange and activity by several tools and feedback options. Everybody had to do something. That was vital for keeping in touch. - It is very important to integrate the cultural dimension in the format we used. We did it by having country inputs and in the breaks we run videos of all participating countries/cities, sent by project members.

	Feedback	- TRAECE_VLTTA_Breakout_Rooms_ Feedback_TSMT-Database_WEB_V1.pdf - TRAECE_VLTTA_Feedback_Tools_ Nations_Web_V1.pdf - TRAECE_VLTTA_Personal Feedback_LTTA_WEB_V1.pdf	We provide different kinds of feedback and proposals for amendments. You will see, it is dependent on the institutional and personal interests of participants and might be an additional information about your construction of an LTTA/ME.
	Evaluation	TRAECE_LTTA_Evaluation_final.pdf	The LTTA was a big success. With respect to the extensive and intensive time we spent, we are proud to present you the result of the evaluation. For details have a look at the feedback of participants.

*1 We reduced the problem by having the website on the main dashboard of the hosting IT company. The moment the websites sends a mistake it will be solved immediately.

Good luck with managing your own Multiplier Event or Learning/Teaching/Training Activity.

Team of TRAECE