

# MULTIPLIER EVENT 2019



KEYFACTS	PARTICIPANTS	TO-DO-LIST	EVENT PART 1 – INFORMATION	EVENT PART 2 – INTERACTION
<p>1 day event in March or April 2019</p> <p>Minimum of <b>20 participants</b></p> <p>Goal of the event: to <b>inform</b> our participants and to <b>engage</b> with them in a dialogue or small work groups</p> <p></p> <p><b>Promote STELLA!</b>                      Display our social media channels!                      Offer a fun STELLA frame!</p> <p></p>	<p>Co-workers from your organization</p> <p>Clients / PWDs</p> <p>Staff of local partners</p> <p>Stakeholders                      National Agency                      Public Offices                      Commissioner for the disabled                      Representatives of support or parents' groups                      Journalist / Photographer                      Local Businesses                      Policy Makers for the labor market</p>	<p><b>Save The Date</b>                      Send invitations!</p> <p>Book the <b>location!</b></p> <p>Prepare an <b>inclusive</b> event!</p> <p>Make a To-Do-List</p> <ul style="list-style-type: none"> <li>• Catering</li> <li>• Leaflets</li> <li>• Beamer / pin wall</li> <li>• Feedback cards</li> <li>• Get email addresses for expanding your/our network</li> <li>• Name cards</li> <li>• .....</li> </ul>	<p>Organize an <b>informative morning!</b></p> <p>Inform your participants about <b>STELLA!</b></p> <ul style="list-style-type: none"> <li>• <b>What</b> we do</li> <li>• <b>Who</b> we are</li> <li>• <b>How</b> we want to improve basic working skills of people with disabilities</li> </ul> <p></p> <p>Tipp: We have many photos and videos for your project presentation!</p>	<p>Have an <b>interactive afternoon!</b></p> <p>Workshops or small group <b>discussions!</b></p> <p>Collect <b>feedback</b> from your participants                      (experiences, remarks, ideas, comments, needs)!</p> <p></p> <p>Gain content for our <b>handbook!</b></p> <p></p>

**DON'T FORGET TO KEEP AN ATTENDANCE SHEET AT THE MULTIPLIER EVENT!**

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**PLEASE MAKE PHOTOS/VIDEOS AND  
DISTRIBUTE THEM ON THE SOCIAL MEDIA  
CHANNELS & THE HOMEPAGE!**

**PLEASE WRITE  
A REPORT OF THE  
EVENT AND THE  
RESULTS FOR OUR  
FINAL REPORT!**

**DON'T FORGET  
THE LOGOS (STELLA &  
EUROPEAN UNION) ON  
YOUR INVITATIONS OR  
ANY OTHER PRINTS!**

**STELLA**

The funding is € 100 per participant!  
The funding include costs for venue rental,  
guest catering, referent fees, interpreters,  
printing costs for materials, technical  
equipment.

**THE EMPLOYED  
STAFF OF THE  
PROJECT  
PARTNERS IS NOT  
ELIGIBLE UNDER  
THIS COST TYPE!**

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Co-funded by the  
Erasmus+ Programme  
of the European Union

