

Study Visits knowledge sharing seminar
Thessaloniki, Greece, 22-23 September 2011

Robert Roks, LMC Rotterdam (Netherlands)
Co-organiser of Study visits 65 (2009), 20 (2010), 92 (2011)

'TEN COMMANDMENTS' OF A GOOD VISIT

1. Stay true to yourself.
2. Get to know your participants by asking them for a short SV and photo.
3. Don't overload your program with too many visits or too much tourism.
4. Keep time for discussion (organised or free).
5. Make the participants fill their final report at the end of the week and make teams to provide the editor with information of the activities.
6. Keep presentations short and supply photos on CD: we usually do 8.20 minutes and maximum 14 slides per presentation.
7. Have participants sent their presentations beforehand so you can put them on a computer and have them ready.
8. Don't get into discussions on the national programmes as such. Discussion of this kind can be done in the evening or among one another.
9. Try to involve all participants, even those with a little less proficiency in English.
10. Be a good host (as if friends come to visit you).

Last but not least: I usually stress that it would be great if a multilateral, bilateral or other programme/project would originate from a visit.