A4 points of attention for organising activities

**Tips for planning an activity or meeting**

- Consider and consult on what kind of activities or meetings the network wants to organise. This information is required in order to draft a year plan and to apply for funding. Starting networks can also organise their first funded meeting or activity before submitting a year plan/budget after consultation.
- If you wish, you can discuss the plans, questions and expected expenses for each activity with the Diversity Network Coordinator.
- Expenses can usually be claimed, provided they were coordinated with the Diversity Network Coordinator as part of the budget and valid proof can be submitted (invoice, original receipt). You can read how that works for UU staff and students with Solis-IDs or, if this is not possible, without Solis-IDs.
- Choose for low-budget or no-budget locations (depending on the event). In general, these are university spaces or public spaces. Some places are mostly meant for students (such as the Vagant), others can only be reserved by staff members or via the EDI Office. Multiple networks have already used catering spaces (such as the Basket or Café de Tussentijd). Parnassos Cultural Centre or Utrecht Botanic Gardens also provide possibilities.
- In order to have an inclusive meeting, accessibility is important. Consider this when choosing locations and ask about accessibility needs while registering the activity.
- Preferably communicate in both Dutch and English. Consider that if Dutch is the working language, people who are insufficient in Dutch will be excluded.
- Would you like to invite a speaker? If possible, try to find a speaker within Utrecht University. This often has multiple advantages, both to the budget and to the network.
- Start promoting it in a timely manner in order to gain attention for the activity within Utrecht University. The EDI Office can help with that. Email with the Diversity Network Coordinator for this.
- Involve the other diversity networks of Utrecht University in the network and activities, and invite them. The principle is that diversity is intersectional: involvement in one network does not rule out participation in another network. Collaboration can provide various advantages.
- Activities in the UU Diversity Months March and October can be organised and funded as a joint effort in consultation with the EDI Office.

Do you have a tip, such as a location to recommend, or do you have any questions about the matters described above?
If you do, please contact the Diversity Network Coordinator.