

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](#).