



Visibility check list for ECML Training and consultancy events

ECML expert teams

- ✓ Wherever possible, **please use documents containing the [joint ECML and Council of Europe logo](#) and templates provided by the ECML** (please access the Management section of your [specific Training and consultancy activity](#) on the ECML website). This, in particular, applies to documentation given to participants, such as:
 - ❖ the workshop programme
 - ❖ hand outs
 - ❖ Powerpoint presentations
- ✓ **Please dedicate about 20 minutes of your training event to a presentation of the ECML to provide the context of your training and consultancy work.** The following tools are available on the ECML website:
 - ❖ a “generic” ECML PowerPoint presentation (please access the Management [section of your specific Training and consultancy activity](#))
 - ❖ A [video for introducing the ECML](#) Direct links on YouTube: <https://www.youtube.com/watch?v=Vc-3RmVEjmc> – English, : https://www.youtube.com/watch?v=RQryjc_BrT4 – French, In German: <https://www.youtube.com/watch?v=W4MjSN0GyUI>
- ✓ Wherever possible, **refer to relevant work of the ECML and the Council of Europe and invite workshop participants to further explore and benefit from the work of the ECML** – for example refer to:
 - ❖ the resources available from the ECML: [thematic areas](#) - [publications](#)
 - ❖ the [language policy resources of the Council of Europe](#)
- ✓ Consider **making available your presentations and documents via an online collaborative platform**, for example Padlet ([short description and tutorial](#) available on the ECML website, example of [PADLET used for ECML project workshop 2023 “Language learning pathways of young children \(Palingui\)”](#))
- ✓ Consult with your local organisers concerning the **working language(s) used at the event**. Should key information be made available in (one of) the national language(s) (e.g. the programme of the event or questions for group work)? If yes, please send relevant (short) text to the local organiser(s) who may be willing to offer **translation**/to get help with translation.
- ✓ Wherever possible, **please coordinate your visibility initiatives together with the local organisers** to achieve maximum impact.
- ✓ Consider **online meetings with your local organiser** to prepare the event.

Contact at the ECML:

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