

CHARM EU Networking Pilot Event - Template

1. Title and Description

Instructions: Provide a concise, engaging title and a clear description of the proposed event. The description should outline the event's theme, purpose, and relevance. It should give a quick yet complete picture of what the event is about and why it matters in a CHARM-EU context. (Approx. 5–10 lines)

Example:

Title: “Engineering Schools Days”

Description: This event will bring together engineering departments from CHARM-EU partner universities to explore collaborative opportunities in curriculum development, research, and innovation. Through workshops, presentations, and networking sessions, participants will share best practices and work towards joint projects aimed at strengthening engineering education within the alliance.

2. Objectives

Instructions: Describe the specific goals of the event and the expected outcomes. Explain how the event will support collaboration, innovation, or strategic alignment across CHARM-EU institutions, and how its results could have a lasting impact (e.g., you already have an idea for a specific project). (Approx. 5–10 lines)

Example:

- Develop a shared curriculum module on sustainable engineering practices.
- Establish partnerships for joint research initiatives on renewable energy technologies.
- Facilitate networking opportunities to enhance collaboration between engineering faculties.

3. Target Audience

Instructions: Clearly identify who the event is for and how you will actively engage them. Indicate any confirmed (e.g., you've already identified potential participants) or likely interest in the topic and explain why participation from CHARM-EU partners is expected and meaningful. This helps ensure the event's relevance and success.

Example:



The event is targeted at academic staff, researchers, and administrative leaders from the engineering departments of CHARM-EU universities. Participants will engage in collaborative workshops, panel discussions, and networking activities.



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4. Host & Local Contact/Organiser

Instructions: Identify the institution that will host the event and name the primary organizer/contact responsible for logistics. (1 or 2 contact person)

Example:

Host: Université de Montpellier

Local Contact/Organizer: Prof. Name-Lastname, Dean of Engineering (email: name.lastname@umontpellier.fr)

5. Format

Instructions: Provide a preliminary outline of the event structure, keeping in mind that the CHARM-EU facilitator team will adapt it to its methodology.

Example:

- **Day 1:** Online session (2 hours) for participants to introduce their institutions and identify key topics of interest.
- **Day 2-3:** In-person workshop (2 days) focusing on networking activities, collaborative project development, and presentations on innovative engineering practices. An agile methodology will be used to facilitate problem-solving and idea generation.
- **Follow-up:** Online meeting to review progress on joint research proposals and educational initiatives.

6. Budget

Instructions: Outline estimated costs, including logistics, materials, and personnel, and indicate potential funding sources.

Example:

- **Venue and Catering:** €3,000
- **Facilitator Fees:** €2,000
- **Travel and Accommodation for Speakers:** €4,500
- **Funding Source:** Institutional funding from the Technical University of Berlin and support from CHARM-EU.

7. Inclusivity

Instructions: Ensure that your event fosters inclusivity. Refer to [CHARM-EU's inclusivity checklist](#) for guidance. (5 lines)

Example:



UNIVERSITAT DE
BARCELONA



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin



Utrecht
University



EÖTVÖS LORÁND
UNIVERSITY | BUDAPEST



UNIVERSITÉ DE
MONTPELLIER



Åbo Akademi
University



UNIVERSITÄT
WÜRZBURG



HOCHSCHULE RUHR WEST
UNIVERSITY OF APPLIED SCIENCES



UNIVERSITY
OF BERGEN



The event will ensure inclusivity by providing accessible venues, offering materials in multiple languages, and including virtual participation options for those unable to attend in person. Special attention will be given to gender diversity in the speaker and participant lineup.



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