

23 February 2009

24th Seminar on IAESTE Development, Ghent, Belgium 23 – 26 April 2009

Dear Members and Co-operating Institutions

Together with IAESTE Belgium, it is my great pleasure to invite you to the 24th meeting of SID, the Seminar on IAESTE Development, which will take place in Ghent from 23 – 26 April 2009. In this letter you will find general information on SID and the detailed description of the tasks of the Work Groups is attached.

IAESTE Belgium has posted information on the venue, schedule, cost and facilities and information on the Post-Seminar tour on their website <http://www.iaestecentre.net/sid>.

The deadline for registration will be 23 March 2009 – registration is only possible through the IntraWeb!!!

As you know, SID is an annual meeting where delegates from IAESTE's participating countries come together and in an intensive three-day session, participate in Work Groups that deal with policy and administrative issues affecting the quality of the IAESTE programme as well as the future of the Association. Projects and discussions undertaken by SID are normally approved in advance by the General Conference and/or the IAESTE A.s.b.l. Board. On the website mentioned above you will find a Delegate's Guide to SID – this Guide will help you in selecting suitable participants to represent your Organisation.

Work Groups 1-3

In the interests of efficiency, each IAESTE Member country, Associate member or Co-operating Institution may send no more than two delegates to SID. Of course there will be exceptions, but we would ask that you clear this with myself and IAESTE Belgium. In deciding who your representatives will be, please bear in mind that, to make the meeting effective, **only experienced IAESTE people** should participate in Work Groups 1-3, preferably with an interest in the subject matter of the Work Group they will be attending. Furthermore that experience should be at **international** level, unless there is a topic that is of relevance purely to Local Committee activities. A good guideline would be to send people who have been to at least one Annual Conference. I would like to encourage as many National Secretaries, and IAESTE A.s.b.l. Board Members as possible to attend. When registering please choose a Work Group 1-3 and it would be helpful if you and your delegates carefully follow the advice of the WG Co-ordinators for preparations so that the Work Group sessions can move along smoothly without covering too much old ground. The official documents can be found on the IAESTE IntraWeb site at www.iaeste.net (Library section). The *Practical Guide to IAESTE* is also posted on the IntraWeb site and is also essential reading. Please contact me if you require a copy of any of the documents mentioned in this Invitation.

Due to the huge demand for Mentoring at the Annual Conference when there was not enough time to give new people to IAESTE an opportunity to discuss problems and solutions it has been decided to offer Mentoring/Training at SID. It will only take place if interest demands and will **only be** for recent or new National Secretaries/People in Charge or new Administrators.

According to the new Statutes and By-Laws (refer to GC Minutes 2009, Warsaw) there will be no elections for a new SID Co-ordinator at SID. Germany will host the 25th SID in 2010 as approved by the IAESTE A.s.b.l. Board. If any countries are interested in hosting SID in April 2011, please contact me for a copy of the *SID Hosting Guide* so that you can make a presentation at this SID.

If you want to discuss any aspect of SID please do not hesitate to contact me. I look forward to seeing many of you in Ghent!

Gerhard Gevelmann
IAESTE Germany
Interim SID Co-ordinator 2009
Email: gerhard.gevelmann@iaeste.org

Attachments

SID 2009, Ghent, Belgium: 23rd to 26th April 2009

Work Group Descriptions for the 2009 SID:

WG 1: Administration

WG Co-ordinator: Charis Hughes, IAESTE Ireland

Main topics to be discussed:

- IntraWeb Exchange - Guidelines and Restrictions
- Quality assurance - Administrative Efficiency Questionnaire
- Introductory Seminar - Improvements following feedback from participants
- Development Workshops - Motivation and Introduction for new Members and Co-operating Institutions
- Appointment Making - Evaluation of last year's modifications
- Investigation: What happens to unused offers from the Annual Conference?

Remarks: The WG will be split up into different PGs to work more effectively on the various topics

Required preparations for WG participants:

- Carefully read the WG Minutes of the last 3 years
- Be familiar with general IAESTE procedures
- Have knowledge about the Administration of IAESTE

WG 2: IPLUG

WG Co-ordinator: Niina Juuti, IAESTE Finland

Main topics to be discussed:

- Moving the following Forms online:
 - o Administrative Efficiency Questionnaire
 - o List of requested Offers
 - o Data exchange via the IntraWeb at the Annual Conference
 - o Other matters related to the Exchange module
- Improvement of the Student's module
- Survey of Countries
- Archive of Offers

Remark: Discussions are not meant to be technical but based on the needs of non technical users of the IntraWeb. IDT will then discuss how changes can be made from a technical point of view.

Required preparations for WG participants:

- IntraWeb account
- Experience of the IntraWeb
- Carefully read the Minutes of the last 2 years
- Bring a laptop for individual working environment
- Keep notes about ideas for modifications of the IntraWeb

WG 3: Strategic Marketing (new WG!)

WG Co-ordinator: Annelies Vermeir, IAESTE Belgium

Main topics to be discussed:

- IAESTE Day – Evaluation and schedule for this year’s event
- Global Services
- Strategic plan (closed PG)
- Branding of IAESTE
- Sharing of information
- New Marketing ideas: IAESTE “special event” – how to raise the interest of the media
- Expansion of Company contacts and new Sponsors
- Alumni network

Remarks: The WG will be split up into different PGs to work more effectively on the different topics

Required preparations for WG participants:

- Carefully read the Minutes of the last 2 years
- Be familiar with the Global Services project
- Have experience in general IAESTE procedures
- Marketing experience highly welcome

Mentoring group

Co-ordinator: Desanka Icitrajkova, Board Member

Main topics to be discussed:

This WG will introduce new National Secretaries, People in Charge of Co-operating Institutions and new Administrators to IAESTE. The Work Group will include information on IAESTE at an International, National and Local Level. Administrative procedures will be covered as well as Reception, cultural programme and IntraWeb training.

Remark: This Group is **ONLY** for new people The WG will be split into two sessions so that participants can also have the chance to participate in another WG afterwards.

Required preparation for WG attendees:

- Go through the Practical Guide of IAESTE
- Be familiar with your country’s IAESTE structure

General remark: All WG Minutes, SID Minutes, GC Minutes, Board Minutes etc. are available from the IntraWeb (www.iaeste.net)