| **MODULE DETAILS** |
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| Module Title | Welcome & Schedule |
| Description of the Module | This module should be at the very beginning of the event, as it welcomes the participants, introduces the hosts, and presents the syllabus. The guests should have a clear picture of what is to be expected from the event and know who to turn to in case of any questions or issues. However, there is more to it than that. As you can see in more detail below, one could also – in case it increases the experience of the event – make it more digital by using some digital software. Other pedagogical goals are to create some comfort, enthusiasm, as well as a group identity. |

| **MODULE LEARNING OUTCOMES (knowledge and skills)** |
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| **Upon successful completion of this module, the educator will have:** |
| LO1 | motivated her- or himself for the event. |
| LO2 | got the first sparks for the team spirit and learned about the other participants. |
| LO3 | obtained a clear overview concerning the event. |

| **INDICATIVE CONTENT (LIST TOPICS TO BE COVERED)****Detailed syllabus and Content annotation** |
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| * Welcome & general information
* Introduction of the hosts (and their roles)
* Other important, interesting, or humorous information: e.g. concerning the background of the participants
* Introduction to the syllabus
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| **POSSIBLE TOOLS, METHODS & RESOURCES** |
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| 1 | Menti (digital and analogue) |
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| 2 | Padlet (digital and analogue) |
| 3 | White Board (digital and analogue)  |

| **BEST PRACTICE EXAMPLES** |
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| You start with a warm welcome and introduce yourself and the other hosts. While doing so, you can also explain their respective roles, so that the participants can approach them, if they have any inquiries or issues. Furthermore, you can also mention all other important information, for instance, where to find the emergency exit.Thereafter, you use Menti to ask some questions, such as *where do you come from (now)?*, *what is the name of your profession?*, and *do you like digital teaching?* But also, questions like *did you come only for the free lunch and coffee*? On the one hand, these questions will give the participants some knowledge about the others and will, thus, create a certain group cohesion already; on the other hand, it might create an easy-going atmosphere.Finally, you can introduce the day’s syllable, which you uploaded on the padlet. Each point can be connected to the respective material on the padlet (if there is any). In addition, the learning outcomes and other important information concerning the day’s schedule can be shared. The time given for this module could range from 10 to 30 minutes. |