



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.**
 - ❖ A “generic” ECML PowerPoint presentation is available on the Management [section of your specific Training and consultancy activity](#).
- ✓ 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](#)
 - ❖ Consult the **administration Padlet** made available by the ECML for your event. This Padlet should only be used by the ECML expert team and the local organiser (and the ECML) for administrative purposes. In addition, you can consider **making available your presentations and documents** to use the **content Padlet** for your event for information of the participants. You will receive the link to this Padlet. You will find the link to this content Padlet for your TaC activity on the administration Padlet. You can publicise and share the link of the content Padlet to a wider audience (e.g. the participants of the TaC event).

A [short description and tutorial](#) about Padlet is available on the ECML website.
- ❖ 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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