

3rd Global Student Forum Day, Sunday the 19th October									
Time	Duration	Time since last brake	Topic	Goal	How	Materials	Who	To-do	Comments
8:30	15 min	0	Gathering						appoint a Day-responsible person
8:45	20 min		Welcome session	to welcome student on behalf of the student community who worked on the GSF 2008, GCEE and IFEEES		big meeting room, microphone, PC, beamer	Co-Chairs of the GSF Planning Committee, GCEE representative	prepare the common speech by all the Co-Chairs of the GSFD	Nicolo, Julia, Yvonne, Edita, Lachlan and Portia as student representatives and Co-Chairs of Global Student Forum Day, Hans ? Duncan?
9:05	30 min		Introductory session by external representative	to kickstart the discussion and provide some input from the academic and industrial world					
	2 min		introduction of the first speaker from Academia	to introduce an external speaker		big meeting room, microphone, PC, beamer	???	find the moderator	
	10 min		first inspirational speaker	to introduce Academic point of view			???	to agree on the topic with the speaker	
	2 min		introduction of the second speaker from WB	to introduce an external speaker			???	find the moderator	
	10 min		second inspirational speaker	to introduce an industrial point of view			???	to agree on the topic with Dr. Ravindra	
	6 min		closing of introduction	the wrap-up			???	find the moderator	
9:35	10 min		moving into the separate rooms	to move into the appropriate rooms	with the help of local student guides/organisers	signs to point in different directions, and signs on the stick with the group number/topic for student guides, so that students can easily see and follow the guide into the appropriate room	???	to select a guide from a local students, who will lead the groups into separate rooms, to make clear direction signs toward the appropriate rooms	
9:45	15 min		Break-out introduction	to explain rules, topics, format of the session and give out practical information about the first session	make a short – 2-3 slide presentation with the practical info	beamer	the topic leader	to select leaders and make a de-briefing with them about the session	
10:00	1 hour		morning discussion, session 1	start-up of the discussion and establishment of the dialogue	leaders initiate the discussions and makes sure it flows in the right direction	3 separate rooms with beamers, blackboard, tables and chairs, flipcharts, post-its, PC for minute taker, water	???	to coordinate the preparation of the topics and development of the discussions	
11:00	20 min		Coffee break	time to feed some braincells	organised by Portia	refreshments	Portia + day responsible	organise catering ON-TIME!!!	
11:20	1 hour 10 min		morning discussion, session 2	continue the discussions		3 separate rooms with beamers, blackboard, tables and chairs, flipcharts, post-its, PC for minute taker, water	???	to coordinate the preparation of the topics and development of the discussions	
12:30	1 hour		LUNCH	to feed some braincells	organised by Portia	sandwiches	Portia + day responsible	find out about the food arrangements/price/possible vegetarian-allergy arrangements	
13:30	2 min		Speaker introduction for representative from Industry	to introduce an external speaker		big meeting room, microphone, PC, beamer	???		
13:32	10 min		Industry speech	to introduce the Industry point of view		big meeting room, microphone, PC, beamer		to find a WB speaker	
13:42	3 min		thanking the speaker and adjorning to the session 3			big meeting room, microphone, PC, beamer	???		

13:45	15 min		moving into the separate rooms			signs to point in different directions, and signs on the stick with the group number/topic for student guides, so that students can easily see and follow the guide into the appropriate room	Portia and the crew			
14:00	1 hour 15 min		afternoon discussion, session 1		leaders initiate the discussions and makes sure it flows in the right direction	3 separate rooms with beamers, blackboard, tables and chairs, flipcharts, post-its, PC for minute taker, water		to coordinate the preparation of the topics and development of the discussions		
15:15	20 min		Coffee Break	time to feed some braincells	organised by Portia	refreshments	Portia and the crew			
15:35	5 min		afternoon discussion, session 2		leaders initiate the discussions and makes sure it flows in the right direction	3 separate rooms with beamers, blackboard, tables and chairs, flipcharts, post-its, PC for minute taker, water		to coordinate the preparation of the topics and development of the discussions		
16:45	10 min		moving to the closing session			signs to point to the big common room	Portia and the crew	signs on the walls, ordering venues		
16:55	10 min		final word from the GSF board	to close up the day	short speech thanking everyone for the day full of great ideas and etc.	microphone	GSF coordinator ?	select the person and prepare the closing speech		
17:05	5 min		practical info about the day 2	to prepare participants for the events of the next day and ask them to fill in the flipcharts on the way out	very short speech	microphone	Day responsible	prepare the speech		
17:10	10 min		feedback session	to collect the first and fresh impressions from participants about the first day	5 questions about the vital points of the day with a bar under each questions with scale from 0 to 100. participants set a mark on the line to indicate how they are satisfied with the day	5 flipcharts, 15 markers	Portia and the crew	prepare the flipcharts!		
17:20	10 min		adjoining to busses	to get them all home and finally celebrate the end of the good day :P		signs to outside	Portia and the crew			
17:30	0		busses leave for the accomodation			busses	Portia and the crew			