

PROGRAM

SATURDAY

8:30 – 9:15	Check-In
9:15 – 10:00	Word of Welcome General Teambuilding
10:00 - 11:30	Team Building in committees
11:30 – 12:00	Coffee break
12:00 - 14:00	Committee Work
14:00 - 14:45	Lunch
14:45 - 16:15	Committee work
16:15 - 16:30	Coffee break
16:30 – 18:00	Committee work
18:00 – 20:00	Dinner
20:00 – open end	Evening Activities

Sunday

09:00 – 09:30	Morning Program
09:30 – 10:00	Mock GA (explanation of General Assembly)
10:00 - 10:45	Debate 1
10:45 – 11:00	Coffee break
11:00 – 12:00	Discussion with Astrid Nienhuis, Mayor of Heemstede
12:00 - 12:45	Debate 2
12:45 - 13:45	Lunch
13:45 - 15:15	Debate 3 + 4
15:15 - 15:30	Coffee break
15:30 - 17:00	Debate 5 + 6
17:00 - 17:30	Closing ceremony
17:00 – 20:00	Dinner
20:00 – 21:30	Farewell Activity

THE SESSION EXPLAINED

Teambuilding

Teambuilding is one of the core elements of the session. It is based on the idea that the fastest way to create a bond between people is to have them solve problems together. Everyone will be doing General Teambuilding as well as teambuilding within their own committee, which consists of several students you don't know yet. Your Chairperson, your guide and support throughout the session, will lead you through a series of challenging games and puzzles. One of the purposes of teambuilding is to ensure that everybody in the group feels comfortable with each other and is able to express their opinion. It also aims to improve trust and communication within the group. This way, your committee will become a well-functioning team.

Committee Work

Delegates work to analyse and discuss the major problems detailed in their Topic Overviews. Discussion is mainly centred around delegates discussing problems and solutions amongst themselves, with the chairperson around to help facilitate the discussion, and answer any questions the delegates might have. It's all about teamwork and coming together to discuss different points of view, so don't be afraid to speak up! Each committee prepares *introductory clauses* which explain the main problems with your issue, and *operative clauses*, which are your proposed solutions. There will be energizers and plenty of breaks so that you all don't get too tired!

General assembly

The general assembly takes place on Sunday. We go through each committee as they're all given the opportunity to display their resolution, they've worked very hard on over the weekend. All of the other committees will get an opportunity to constructively critique and discuss your resolution, so be prepared to defend it! The discussion takes the format of a few rounds of debate, where members of the other committee can stand up and give a point. At the end of each round, a member of the proposing committee gets to answer any questions or rebut any arguments others may have had. After all is said and done, everyone gets to vote on whether they think each resolution should pass or fail.

Your chairpersons will go over all of the ins and outs of the procedure prior to the G.A. itself.

Evening + morning programs

The evening and morning programs are meant for relaxation and socialising and give you the opportunity have fun with other delegates outside of your committee. Join us on Saturday for a Treasure Hunt, Among Us and some Pictionary and start Sunday fresh with a morning Zumba class. Moreover, don't miss out on Sunday evening for a Farewell Bingo where you can win a prize!

Discussion with Astrid Nienhuis, mayor of Heemstede

How can we include the youth in our democracy? How can ensure their opinions are taken into account when deciding about their future? What role can municipalities play in this matter on local level?

In this interactive talk with Astrid Nienhuis, we would love to hear what your ideas on this are!

DRESS CODES

Teambuilding is more of a relaxed atmosphere, so there's no strong dress code - just wear something that's comfortable, as some of the activities will get you off your screens and on your feet!

Committee Work generally follows a 'smart casual' dress style - including semi-formal looks like shirts and trousers. Dress sharp!

General Assembly is usually our dress-up day, so feel free to dress to the nines - think suits, ties, and formal dress. We're all about sustainability, so there's no obligation to go out and buy anything.

ZOOM GUIDE

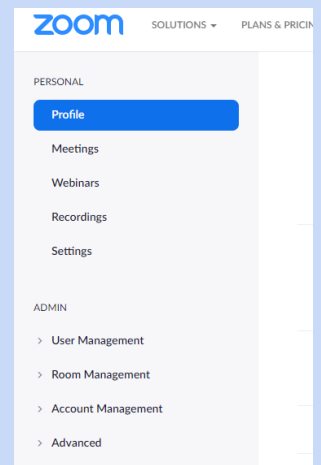
Zoom is a video conferencing platform which we will be using lots during the session for large group calls. It is easy to use, so don't worry if you have never used it before as you will soon become very familiar with it. Zoom can be accessed through a computer, tablet or mobile, although for the session it is best to use a computer if you can, as you may need to use other applications at the same time.

This guide will cover creating an account, how to access Zoom meetings and the meeting controls that you might need to use.

To begin with, you will need to download Zoom to your device by following this link: <https://zoom.us/download>.

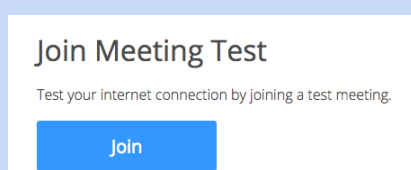
Creating an account: To create a zoom account, visit <https://zoom.us/freesignup/> and enter your email address. After you do that, check your email account, and open the one that has been sent to you by no-reply@zoom.us. Lastly, click "Activate Account" to complete the signing up process.

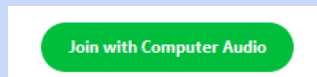
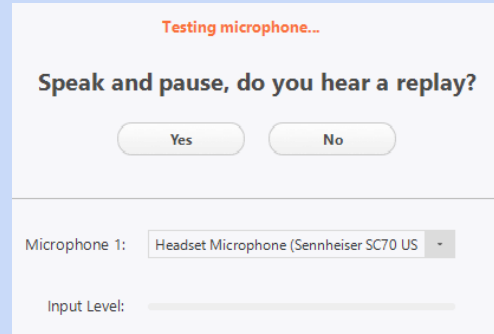
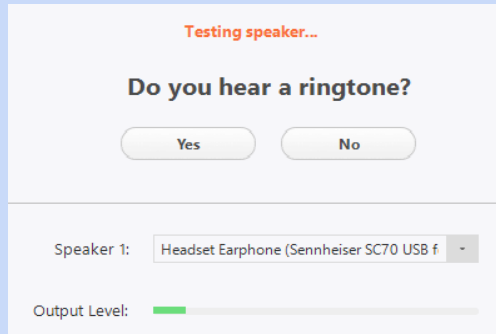
Updating profile: Once you have created your account, and claimed your email address, you can update and customise your profile by adding a profile image, setting your time zone, changing your password, etc. To do that, sign in, and click "Profile". You now have access to your profile settings and can do the changes you wish. After you have edited what you wanted, click "Save changes".



Test meeting: Before you join any meeting, we highly recommend you to start a test meeting to make sure that your microphone and camera are working properly, test your internet connection, but to also –especially before your first meeting- get to know the environment of Zoom, and familiarise yourself with it. To do so, follow the link: <http://zoom.us/test>, click the blue Join button, and lastly " Open Zoom Meetings".

The test meeting will display a pop-up window to test your speakers, (if you don't hear the ringtone, click "No" to switch speakers until you hear the ringtone) and your audio (again, if you don't hear an audio reply, click "No" to switch microphones until you hear the replay of your voice).





Lastly, click Join with Computer Audio to join the test meeting with the selected microphone and speakers.

Joining a meeting

There are many ways to join a meeting, the easiest being clicking the link that the meeting host has provided. Another way is to go on to Zoom, click Join a Meeting, and enter the Meeting ID.

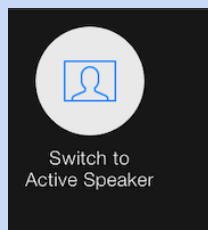
Join Zoom Meeting
<https://us02web.zoom.us/j/87015693747>
Meeting ID: 870 1569 3747

Changing your username

To change your username, login to zoom and click the edit button by your name on your profile. You can also change your name when you are joining a meeting. Once you are allocated a committee you should change your name according to this example: 'Katie ENVI' i.e. name, committee name.

Meeting controls

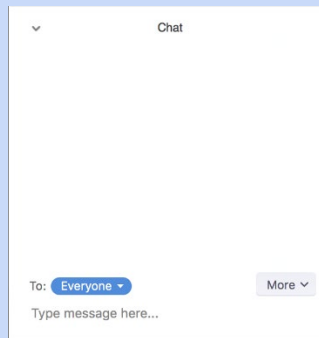
You can change the layout of your screen from active speaker where you only see the person who is speaking, to gallery where you can see everyone, by clicking the button on the left of the screen.



The meeting host might mute you at the start of the meeting, so if you want to speak you will have to press the unmute button first, and then press it again once you have done to mute yourself again.

There is a chat function which is useful if you want to ask a question or share some important information

. You have the option to send messages to the whole group, or to a specific person.



Discord Guide

Heemstede 2020 Digital Session

Discord is a free digital platform, used to chat with others, send photos and videos, and communicate via voice or video, in a fun and direct way. In the following days, it is going to be our main form of communication, so it is highly recommended to go through this short guide, to make sure that you can use the platform comfortably.



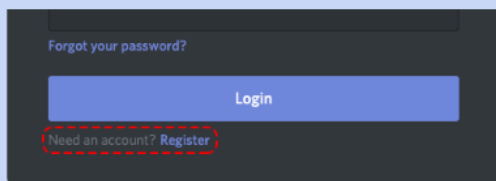
Here are the steps you need to follow to get started with Discord:

Step 1: Download Discord by following this link:

<https://discord.com/new/download>

The application is available both for Mac and Windows. Thus, we would like to encourage you not to use the browser version. Also, we suggest that you download the app, if possible, to your phone as well (again, it is available both for Android and iOS devices), to receive notifications of reminders (e.g. for morning activities), and to generally stay engaged with the session without necessarily constantly having to sit in front of your computer.

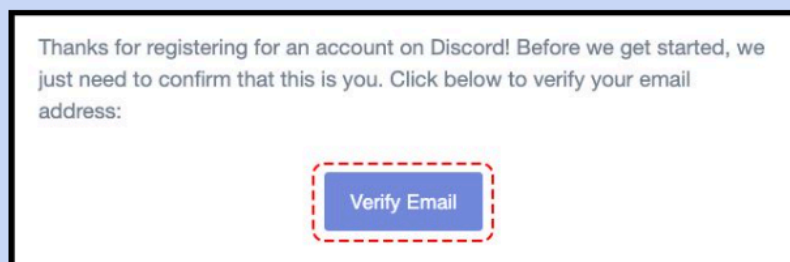
Step 2: Create your account



After that, open the application, click on the "Register" option, and fill in your email, username, and password, and then on "Continue".

Step 3: Claim your account

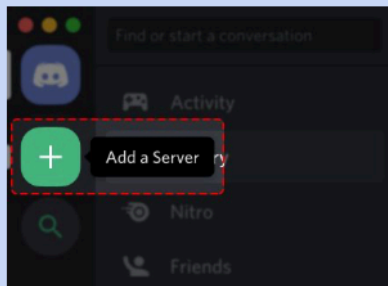
Once you have done that, you will need to verify your email address, to claim your account. To do so, check your email account, and open the verification email that has been sent there. Finally, click "Verify Email" in the delivered email.



Note: In case you have not received an email, click the Resend button in the orange banner that appears at the top of the Discord app, and check again.

Step 4: Join the session's server

A Discord server is a big digital "room" -usually with a specific theme (for instance, this session has its server)-, which allows its participants to communicate through text or voice.



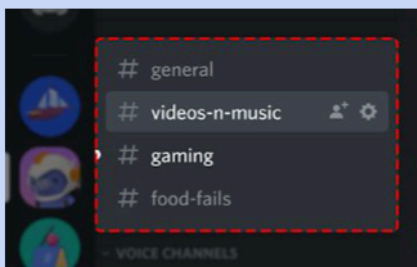
To join, click the "+" icon at the server list (**the column on the very left-hand side**), press "Join a server", and lastly paste the invite link that has been sent to you via email.

Note: It is important to join the server as soon as you can because the invite link that you currently have is going to expire in 24 hours.

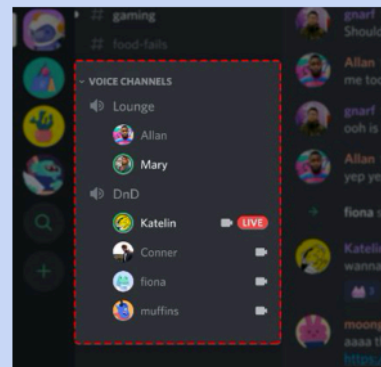
After you have followed these steps, click "Join". Welcome to the Heemstede 2020 Digital Session!

So, you have successfully managed to join the server and create your account, but let's keep the ball rolling... Here are some useful instructions and tips on how to further use Discord:

- Each server has text and voice channels.



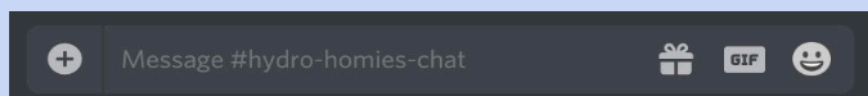
To talk over text, click the # channel you would like to join, and start typing in the chat bar. Then, press "Enter" on your keyboard to send the message. It's that simple!




To voice chat, simply click the channel you would like to join, and start talking.

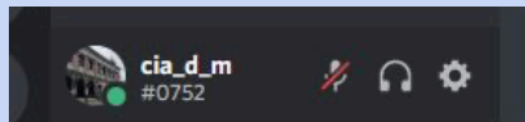
Note: A green outline will be around the avatar that is speaking.

- A few more details regarding the text channel's chat bar:

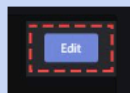


- o You can attach documents, pictures, and videos to your text by clicking **+**.
- o Who doesn't love a good GIF to spice up a conversation? To send one, click the GIF box right from your Chat Bar, where you will find a variety of animated GIFs to choose from.
- o Click on the smiley face, to access the emoji picker, where you will find many fun emojis to express yourself better, and in a much more fun way.

- Account customisation: Personalise your profile for how it appears to others. If you want to do so, go into your User Settings by clicking  at the bottom



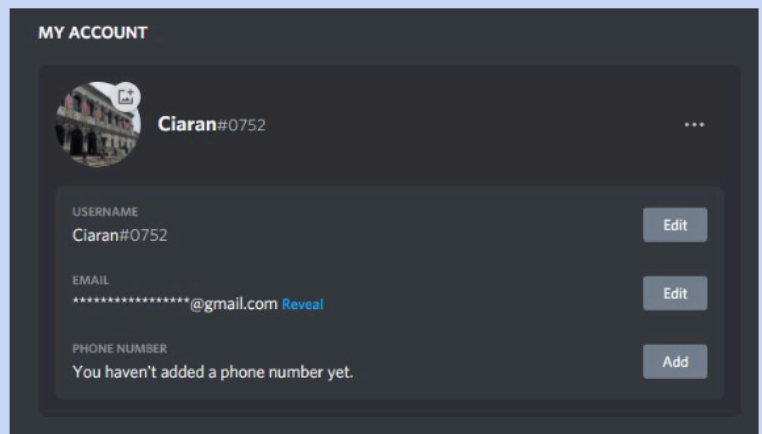
left part of the app.



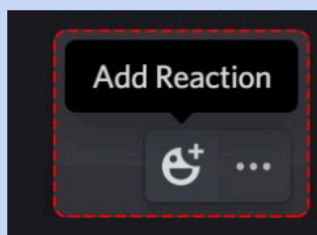
Click "Edit". Now you can change both your

username and your avatar picture.

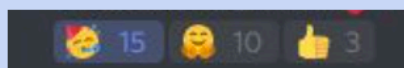
Note: You need to type in your current password before you save the changes.



- Sometimes an emoji is worth a thousand words. Discord allows you to react to a message with an emoji. So, instead of typing out a response, you can react to the post. To do that, just click the little plus smiley-face icon next to the edit message menu icon to pull up your emoji menu.



All the reactions will appear underneath the post, where you can see the number of people that have reacted with each emoji.



- Bots do all sorts of cool things, like give out server roles, and play music! For example, reacting to certain messages gives out roles, and using commands can make the music bot play your favorite songs. Every bot works differently, so stay tuned to the announcement channels to see how to make them work!

