

EdYOUFest Manual 2026

All You Need to Organise and Experience EdYOUFest

A Global Community of Educators



Welcome to EdYOUFest!

EdYOUFest is more than an educational event — it is a **global community of educators** coming together to share ideas, inspire change, and shape the future of learning.

Our mission is to:

- Connect teachers, educators, and professionals worldwide
- Promote innovative and inclusive teaching practices
- Create meaningful professional and human experiences

Each edition of EdYOUFest offers:

- Inspiring plenary sessions
- Practical, hands-on workshops
- Networking opportunities
- Cultural and social experiences

This manual provides everything needed to **organise, manage, and deliver a successful EdYOUFest event anywhere in the world.**

The EdYOUFest Experience

Before the Event

Participants:

- Register and receive event information
- Explore programme and speakers
- Prepare for an international networking experience

During the Event

Participants will experience:

- High-quality training sessions
- Interactive workshops
- Global networking
- Cultural immersion

After the Event

Participants leave with:

- A certificate of participation
- New skills and ideas
- Professional connections
- Access to the EdYOUFest community

Standard 3-Day Programme

Day 1

- 09:15 – Arrival & Registration
- 09:30 – Welcome Speech
- 10:00 – Plenary Session 1
- 11:45 – Workshops (5 rooms)
- 12:30 – Lunch
- 14:00 – Plenary Session 2
- 15:45 – Workshops
- 16:45 – Performig Art Session
- 20:30 – Gala Dinner

Day 2

- 09:30 – Opening
- 10:00 – Plenary Session 3
- 11:45 – Workshops
- 12:30 – Lunch
- 14:00 – Workshops
- 15:00 – Panel Discussion
- 16:00 – Certificate Ceremony

Day 3

- Cultural Day (10:30 – 14:00)

People Involved

Core Roles

- Plenary Speakers (max 4)
- Workshop Speakers (up to 20)
- Poster Presenters (5–20)
- Panel Speakers (2–4 recommended)
- Master of Ceremony (1)
- Local Coordinator (1)
- Main Office Representative (1)

Local Team Structure

Key Roles

- Reception Team (up to 3)
- Information Desk (up to 3)
- Technicians (up to 2)
- Session Assistants (2–3)
- Press & Media (1–2)
- Photographer (1)
- Student Volunteers

Operational Checklist

Before the Event

- Prepare badges & materials
- Set up rooms and signage
- Test technical equipment
- Brief all staff

During the Event

- Manage registration
- Support speakers
- Monitor timing
- Assist participants

After the Event

- Collect materials
- Support certificate distribution
- Share photos and feedback

Academic & Control Tower Teams

Academic Team

Responsible for:

- Content quality
- Speaker selection
- Educational direction

Control Tower Team

Responsible for:

- Global coordination
- Communication
- Event consistency worldwide

Think of it as the **central engine of EdYOUFest.**

Session Types

Plenary Sessions

- Large sessions for all participants
- Inspirational and strategic content
- Delivered by leading experts

Workshops

- Interactive and practical
- Focus on real classroom applications
- Small group engagement

Performing Arts Session

- Creativity in Education
- Communication & expression
- Interactive / Experiential

Panel Discussions

- Multiple perspectives on key topics
- Moderated discussion
- Audience interaction

Key Event Moments

Welcome Speech

Sets the tone:

- Vision
- Objectives
- Energy

Certificate Ceremony

- Recognition of participation
- Final reflection moment
- Group photos

Light Lunch

- Informal networking
- Relaxed atmosphere
- Energy recharge

Gala Dinner

- Formal social event
- Celebration of the community
- Strong networking opportunity

Venue Requirements

The venue should include:

- Auditorium (min. 140 seats)

- 5 classrooms for workshops
- Poster session area
- Reception area
- Coffee break & lunch areas
- Exhibition space

Ideally, all spaces should be **in the same building or close together**.

Materials Needed

- 200 badges & lanyards
- 200 welcome packs
- 4 roll-up banners
- 2 large banners
- Directional signage
- Registration lists

Participation Package

Includes:

- 4 plenary sessions
- 20 workshops
- Poster session
- 2 lunches
- Gala dinner
- Cultural tour
- Certificate of participation

Value Perspective

Participants receive:

- High-level training (worth €200+)
- International networking
- Full event experience

EdYOUFest offers **exceptional value for professional development**.

How to Organise an EdYOUFest Event

Timeline

6 Months Before

- Confirm venue
- Identify local partners

3 Months Before

- Confirm speakers
- Launch registrations

2 Months Before

- Finalise programme
- Start promotion

1 Month Before

- Prepare materials
- Confirm logistics

Event Week

- Final checks
- Team briefing
- Setup

Brand & Identity

To ensure consistency worldwide:

- Use official EdYOUFest logo
- Maintain professional tone
- Emphasise:
 - Community
 - Innovation
 - International collaboration

Final Message

EdYOUFest is not just an event. It is:

- A network
- A movement
- A shared vision for education

Every edition contributes to building a **global community of educators** who believe in collaboration, innovation, and impact.



A Global Community of Educators

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   EdYOUFest