



EELISA Café Toolkit

Practical recommendations for organising an EELISA Café
Based on the experience of Scuola Normale Superiore

EELISA

The European Engineering Learning Innovation and Science Alliance (EELISA) is a consortium of ten higher education institutions from eight different countries in Europe that share the common ambition of defining and implementing a common model of European engineer rooted in society and of bridging engineering, sciences and humanities for inclusive, sustainable and digital societies.

ALLIANCE MEMBERS



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Acknowledgement

EELISA has received co-funding from the European Union under GA No. 101124676 / EELISA-InnoCORE has received funding from the European Union's Horizon 2020 R & I programme under GA No. 101035811

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EELISA is co-funded by the European Union, views and opinions expressed are however those of the authors only, and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor the EACEA can be held responsible for them.

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1. Purpose of this toolkit

This toolkit is not intended to define a mandatory EELISA Café model. Instead, it collects practical recommendations and good practices based on the experience of Scuola Normale Superiore. The EELISA Café is one of the most flexible EELISA communication formats and should always be adapted to the needs, priorities and context of each institution.

2. What is an EELISA Café?

An EELISA Café is an informal networking event designed to introduce the EELISA Alliance and encourage dialogue within the academic community. Rather than relying on formal presentations, it creates a welcoming space where participants can discover opportunities, ask questions, receive guidance, and meet colleagues involved in EELISA activities.

3. Possible objectives

- Raise awareness about the EELISA Alliance.
- Present EELISA opportunities, projects and initiatives.
- Promote the EELISA Digital Campus.
- Offer a space where participants can ask questions and clarify doubts.
- Facilitate direct interaction with colleagues involved in EELISA.
- Collect expressions of interest and contacts for future activities.
- Gather feedback from the academic community.
- Strengthen the local EELISA community.

4. Target audience

The format can be adapted to different audiences. Although a specific target group may be identified, keeping the event open to the whole academic community usually encourages wider participation.

- Students
- PhD candidates
- Researchers
- Academic staff
- Administrative staff

5. Suggested format

- Duration: up to 2 hours.
- Coffee-break atmosphere encouraging informal conversations.
- Participants are free to join and leave throughout the event.
- Avoid long presentations and encourage one-to-one discussions.
- Ensure the continuous presence of colleagues involved in EELISA activities.

6. Event setup

- Information table with EELISA materials.
- Flyers and leaflets.
- Posters with QR codes linking to useful webpages.
- Promotional gadgets, when available.
- Dedicated screen or monitor displaying the Digital Campus.
- Videos introducing EELISA initiatives or Student Council activities.
- Registration point or QR form for collecting contacts.

7. Using the Digital Campus

The Digital Campus can become the central element of the Café. Rather than simply mentioning it, demonstrate how it works in practice.

- Show how to access the platform.
- Browse courses, Communities and opportunities.
- Present mobility and research opportunities.
- Explain how to create or complete a profile.
- Answer participants' questions while navigating the platform live.

8. Communication strategy

Before the event

- Send a *Save the Date* through institutional mailing lists.
- Promote the event with posters, digital screens and social media (if used for internal purposes).
- Consider a registration form that includes a short survey to assess participants' awareness, interests, and expectations.

Possible pre-event survey questions

- What do you know about EELISA?
- Do you usually read EELISA emails?
- What EELISA topics interest you most (Communities, mobility, education, research, student activities...)?
- How would you like to contribute to EELISA activities?

During the event

- Take photos and short videos.
- Share stories or live updates on social media.
- Encourage participants to interact with the Digital Campus.

After the event

- Publish a social media recap.
- Send follow-up information to participants.
- Share links to the Digital Campus and upcoming opportunities.

9. Good practices

- Involve colleagues from different Work Packages, Communities and initiatives.
- Encourage dialogue rather than one-way communication.
- Create several conversation points instead of a single presentation.
- Use practical demonstrations whenever possible.
- Provide QR codes for quick access to resources.
- Collect contacts and follow up after the event.
- Adapt the format to local needs instead of replicating a predefined model.

10. Example timeline

Before	During	After
• Define objectives • Book venue • Invite colleagues • Prepare communication • Prepare Digital Campus demo	• Welcome participants • Facilitate conversations • Demonstrate the Digital Campus • Collect contacts • Capture photos and videos	• Send follow-up • Share opportunities • Publish recap • Evaluate feedback

11. Key takeaway

There is no single 'correct' way to organise an EELISA Café. Its value lies in its flexibility. Each institution should shape the format according to its own objectives and audience while preserving its informal, welcoming and interactive nature. An EELISA Café is not only a communication event but also an opportunity to build relationships, answer questions, promote the Digital Campus and strengthen engagement within the Alliance.

[CANVA LINK TO GRAPHIC MATERIALS](#)



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