CHARM Minutes @ Eötvös Loránd University (ELTE)

Rapid monthly information session on CHARM-EU progress to update ELTE international support team

Goal

The 5-minutes long CHARM Minutes is a regular element of the online monthly meeting organised by the ELTE Rector's Cabinet International Strategy Office for colleagues engaged in internationalisation at ELTE faculties and central support offices. The main goal of CHARM Minutes is to give a brief overview of the most important occurrences in CHARM-EU in the past month and in the upcoming period, focusing on promoting actions that are relevant for the attendees, also requesting their help in further promotion/dissemination where possible.

Target group

- Faculties' international staff
- Erasmus+ & mobilities staff
- Central support offices' staff engaged in internationalisation

Format & type of content

CHARM Minutes is usually prerecorded in MS Teams (and edited in QuickTime Player if necessary), with a CHARM-EU branded background and a musical intro. The session's contents are shaped by current CHARM-EU progress. To promote CHARM-EU resources, screen sharing is preferred to PPT.

Channels & tools used

- Embedded in regular online meeting of the ELTE international team (via MS Teams)
- Prerecorded material, available for meeting attendees for replay and dissemination

Impact and efficiency

- Relatively narrow target group ensures efficient uptake of information
- Raised awareness of current CHARM-EU calls/opportunities (higher number of applications/participation etc.)
- Engaging colleagues with concrete CHARM-EU tasks easier due to better understanding of processes and benefits

Necessary resources

- Human resources: preparation of presentation with current proceedings and presence at meeting to answer questions
- Technical and material resources: digital tools for recording the actual session

DEI aspects

- Including caption options in online conference environments
- Accessible PPT (font types, ALT-TEXT for visuals)