

STEM In



Purpose

- Bring secondary students onto the HEI campus to experience college life through Open Days, campus visits, themed workshops, and events.
- Enable direct contact with learners, alumni, lecturers, facilities, and study pathways.



Planning and coordination

- Define the format of the event (Open Day, campus visit, themed workshop day) and a clear programme flow.
- Coordinate early with internal services (security, room booking, lab managers, student services) to secure spaces, safety, and capacity control.
- Define registration and rotation logic (group sizes per session, staffing constraints).



Campus logistics (confirm details)

- Confirm date/duration, arrival/departure times, meeting point and check-in, circulation plan/wayfinding.
- Confirm group size/supervision, accessibility needs, AV/lab requirements.
- Align safety rules and capacity limits for specialised spaces.



Hand-outs, materials, and digital resources

- Provide a mobile-friendly Open Days/STEM In web area with speaker profiles and contact points.
- Provide workshop guidelines and tailored slides (digital first).
- Provide printed/digital guides, brochures, flyers, interactive maps, QR codes to admissions/courses/newsletters/scholarships/support.
- Prepare consent forms (media), lab safety guidance, and feedback forms (digital or paper).
- If possible, support neurodivergent visitors (simplified/sensory maps, step-by-step guidance, quiet room).
- Consult the external document **“HEI Presentation Guide and Presentation Template”** for detailed information on how to structure the HEI presentation.



Key roles in the STEM In team

- STEM Events Coordinator: overall delivery, logistics, internal liaison, main contact.
- Faculty/technical staff/alumni/students: content, demos, workshops, role-model perspectives.
- Welcome team: check-in, materials, first-line guidance.
- Guides: navigation and timing.
- Lab/workshop stewards: safety and capacity.
- Inclusion support: alternative routes, sensory-friendly guidance, one-to-one support.
- Operations: signage, equipment, room turnover.
- Outreach/admissions support: next steps, scholarships, student services.
- Consult the external document **“STEM In – Roles and Responsibilities”** for details on key roles.



Implementation timeline (indicative)

- 4–6 weeks: bookings + lab scheduling; recruit team; invite schools; define registration.
- 2–3 weeks: finalise programme; test content/equipment; brief roles; align requirements; register activity on [EU Code Week](#) website.
- 1 week: final materials/QR/consents/safety; full dry run; equipment checks.
- Event day: welcome + orientation; safety/wayfinding; tours/labs/workshops; wrap-up + feedback.
- Consult the external document **“STEM In – Implementation Timeline”** for implementation details.



External documents – available under the section *“Useful detail info”* of the Discover Digital Programme web page on the [EU Code Week](#) platform

- *STEM In – Roles and Responsibilities* ([04 STEM In Roles and Responsibilities.pdf](#)).
- *STEM In – Implementation Timeline* ([05 STEM In-Implementation Timeline.pdf](#)).
- *HEI Presentation Guide and Presentation Template* ([09 HEI Presentation Guide.pdf](#)).