

# Quick guide for the first meeting with your partner teacher

After matching with your partner teacher, initiate a friendly conversation and plan your first meeting to set the basis of your future collaboration. We've created a handy table with guidelines to help you before, during and after this first meeting.

#### **Before**



- Set your calendar to the day and time you specified for the video call.
- Decide what you want to discuss during this first meeting. For example, what kind of learning experience do you want to have? Cultural exchange, SDG projects, creating solutions to realworld problems, or presenting a solution.
- Create an agenda with the points you want to discuss in the meeting.

### **During**



- Enter the video call a few minutes before to verify a good internet connection.
- Show a cordial and respectful attitude during the meeting.
- Comment on what your interests and expectations are about the learning experience that you would like to collaborate on.
- Prepare a schedule for future coordination and the date when your collaboration learning experience begins and ends.
- Finalize agreements and next steps to start collaborating.

#### After



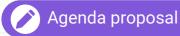
- Send an email with the agreements and the schedule of future meetings.
- If there is any inconvenience that prevents the progress of the project, immediately contact your partner teacher. Remember that it is a sign of respect and commitment to maintaining clear communication at all times.





## **Teacher Meeting Template**

Participants	Country	E-mail / Telephone



- Hi and icebreaker
- Introduction
  - Mention your name
  - What subjects do you teach?
  - Where is your school located?
  - Profile of your students (age, interests, etc.)
  - Interests and expectations about the learning experience that you would like to collaborate together.
- Agreements/ Schedule
- Bye-bye

Agreements	Timeline	
	• Event/Day/Time	