**Annex 2**

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| IAEVG-New | **Association internationale d'orientation scolaire et professionnelle - AIOSP** International Association for Educational and Vocational Guidance - IAEVG **Internationale Vereinigung für Bildungs-**  **und Berufsberatung - IVBBB**  **Asociación Internacional** **para la Orientación Educativa y Profesional - AIOEP** |

Dear participant,

As explained in the invitation letter, the purpose of the international 2019 IAEVG Symposium is to facilitate discussions and cooperation between professionals and organisations. Discussions will take place in groups and in a second stage on a plenary level with the valued input of an expert panel. We propose two roles for participants to engage in the Symposium program.

Role 1: Case Presenter. We invite you to describe concrete projects in order to feed the discussions. Below you will find a brief instruction and a Case Description Format on the next pages that may be helpful to describe your project. The special theme and three core questions formulated in the invitation letter are integrated in this format. Please describe a case of a guidance approach, method, instrument, or a research or training project as a result of cooperation between partners in the Career Guidance community in your country, region or on a global level. The description should be instructive for colleagues as an exemplar of success, or even of a failure, and what has been learned. Describe your case in English language (cambria, 12). All submitted cases will be prove read before dissemination. The two last boxes are for notes during the table discussion at the Symposium. Send your case description to the Symposium committee before August 15 [symposium@iaevg.com](mailto:symposium@iaevg.com). Keep one copy for your presentation that should be a pitch of 5-10 minutes. max. before the discussion breaks out. The Symposium committee will collate all submitted cases as a take away for all participants at the end of the event. In addition, all participants will receive a synthesis document of the discussions a few weeks after the Symposium.

Role 2: Discussion Group Member. You are absolutely free to skip the invitation above and take up the role of engaged member of the discussion table, exchanging your experiences and expertise, discussing and reflecting on the presented projects of your colleagues. You can also use the format below as a helpful tool during the discussions.

Thus, we have two ways that you can participate in the Symposium: 1) case presenters and/or 2) discussants at the discussion table (8-10 pers.). The Symposium committee will secure a balanced composition of roles on each table. All teams should nominate a speaker for the final report of the table dialogue, who should focus on the result of the italicized questions in box C and F and possible plans for future cooperation. We are looking forward to receiving your valuable case descriptions and hope to meet you in Brno!

**Case Description Format**

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| --- | --- |
| A Name of PresenterIndicate affiliation: association, institute, country, region, languageContact details: |  |
| B Title of CaseKeywordsCategoryapproach, policy, instrument/method, project, research approach, training,advocacy, etc. |  |
| C DescriptionMax. 300 words *Did your project strengthen the dialogue and mutual learning among counsellors/associations, policy makers and all other relevant stakeholders? How?*  *Did the project contribute to developing national guidance systems? How?*  *What went well, what went wrong?*  *Learning points:*  *Did your project contribute to democracy and inclusion? How?*  *What went well, what went wrong?*  *Learning points:* |  |
| D Suggestions and needs for improvement? |  |
| E We invite other participants for exchange, cooperation, co- creationWhich partners, why, where and when? |  |
| **F Request IAEVG for support, facilitation, mediation, etc.?**  *What is the role and mission of the IAEVG as an international organization to support cooperation between individual and organizational members and with parallel international organizations to start-up, scale-up a project or as incubator of a new project?*  *What, how, where, when?* |  |
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| Questions, comments, suggestions: **Notes** |  |

*We would like to include case examples in a future newsletter produced by IAEVG.*

*Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*I give permission \_\_\_\_\_\_\_\_\_\_*

*I do not give permission \_\_\_\_\_\_\_\_\_\_\_*

*Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*