

# Game coordinator's manual

**Communication and concrete agreements are needed to get Europe at Work up and running in a school. This applies both between the teachers themselves, and with the game provider. This is your job as your school's game coordinator!**

The tasks particular to the game coordinator can be gathered under five headlines:

1. Practical tasks before the game
2. Managing agreements
3. Managing communication with students and teachers
4. Make the game day a success
5. The big meetings of the game

## Practical tasks before the game

The game lasts 5 hours, which includes a 30 minute break. Teachers meet up 30 minutes before the game begins. The game requires between 75 and 250 students and no less than three teachers. One teacher per class is required for the introduction in the beginning of the day. As game coordinator you are responsible for the practicalities, preparation for the day, and communication with the game provider. The game provider will offer you an online 45 minute crash course, where the teaching team gets are introduced to the game and get a chance to ask questions.

## Managing agreements

When you have a date for the game, you need to clear a few important details with the game provider:

- When does the game day begin and end?
- What is the number of students participating?
- Which rooms will be used? You will need one room per class, plus one large common room where all students can be gathered for the large meetings..

## Managing communication with students and teachers

For the students to get the most from the game, they need to know the main EU institutions, as

well as a little about the game's theme - the free movement of labour. The best way to do this is to spend 1-4 lessons before the game. Suggestions for these lessons can be found in the teacher's guide. All teachers and students must have a computer or tablet available on the day of the game.

## Make the game day a success

On the day of the game, you will meet with the other teachers and the game leader 30 minutes before the game start for the students. It's time to go through the schedule for the day and to ask the last questions! After this, the student introduction begins as described in the teacher's guide.

During the game, the teachers' platform on the game site will give you an overview of the game's course. Your game provider will send an email a few days before the game with a link to the teachers' platform. The teachers' platform displays such information as:

- The number of InfluencePoints (IP) of each team – does anybody need a helping hand?
- The journalistic output of the media houses in the NEWSstream. The news should start arriving no later than 1.5 hours from game start. Is this the case? How well do the students understand their task?
- The latest directive draft from the Commission. Can you see the necessary compromises?
- All pop-up messages sent to students.
- The game's research function. Here, you'll be able to delve deeper into the dilemmas of the directive.

## The big meetings of the game

Before the game begins, you should consider how to establish the best conditions for the large meetings.

The students will have been informed of their tasks but there should also be a teacher present who can help them.

The meetings will need the following:

- The early morning technical meeting will take place at the Commission premises. There must be seats for about 20 participants.
- The first sessions of the EP and the Council of Ministers must be held in extension of each other in a place where there is space for all game participants. Ministers and parliamentarians must be able to be seen and heard by the other students. A microphone might be necessary.
- The second meeting in the Council of Ministers and the Parliament respectively must take place in two different rooms with space for around 10 people in each room.

### The final press conference

The days ends with a joint press conference. The game coordinator is responsible for preparing and leading this event.

The press conference must be set in a room where people and journalists can stand/sit and where there is space for all other learners to be spectators. Microphones for the speakers is recommended.

Talk to the media houses, and make sure they each is represented by a journalist who can help you ask questions when the press conference starts. Before the start of the press conference, see the result of the final vote on the teachers' platform. Was it accepted? Who voted for and against?

Two winners will also be announced at the press conference. The media houses are in their own category, so the media house selected here has received the most IP from satisfied readers. Whoever has the most InfluencePoints wins the competition between the negotiating teams.

**Don't announce the winners before the end of the press conference!**

Start the press conference by stating whether or not the directive has been passed, and say that the winners will be announced at the end.

Then begin the conference proper with the commissioner (possibly with advisors to help them). Is the Commission satisfied with the result? What was good and bad? Praise and criticism? Then call the spokesmen of the four groups and ask for the reasoning behind their vote and possibly the strategy they followed. Finally, call the seven ministers. Did you get what you wanted from the negotiations? How will your voters react?

Announce the winning media house and finally the team who scored the most InfluencePoints!