1. **Guidelines for setting up a political party**
2. Think of something that needs to be changed – in your school/country/ Europe/the world – this will give you the kind of political party, its mission and its vision.
3. Choose a name for it (full and short).
4. Choose a logo and a slogan, maybe an anthem (a song).
5. Write some articles of its constitution (who can be a member, how leaders are elected, how decisions are to be made, etc.)
6. Include anything else that you consider relevant.
7. **Guidelines for the presentations of the political parties**
8. Prepare a poster with the essential information about the political party set up by the students. Please refer to the enclosed technical conditions. The poster has to be sent at least 2 weeks prior to the meeting – via e-mail or using an appropriate free web service for transmitting large files. To avoid any possible problems the participants will also bring with them the posters in electronic and printed format.
9. During the first day the students will present their political party. They can choose from:
* Presenting and explaining their poster.
* Doing a PowerPoint/Prezzi presentation of their party.
* Showing a video with “the making of” or a recorded meeting, etc.
* Any other creative form they can think of.

**Please note:**

* **Each country will be given 5-10 minutes for the presentation.**
* **There will be a competition for the best idea for a political party, the best presentation, and the best poster.**
* **For any further questions, please use the enclosed contact list.**

**Technical conditions for the poster**

1. Paper size: A3 (29.7 cm x 42.0 cm)
2. Margins: 0.5 – 1.0 cm on each side
3. Full colour
4. Format: portable document format (pdf), 1200 dpi resolution

In order to produce the poster in portable document format (pdf) at a high resolution it is possible to download and install a free software that provides a “pdf printer”.

One of the easiest to use (and best of all it’s free) is “Foxit Reader”, available at https://www.foxitsoftware.com, Free Download section. After the installation of the software a “Foxit Reader PDF Printer” will appear on the computer.

In order to use this printer in Word e.g. select it in the Printer section (use the drop-down arrow from the Printer section). Once “Foxit Reader PDF Printer” is selected, in Printer Properties select an image resolution of 1200, click Ok and then Print. A new window will open to save the pdf document – choose an appropriate name and save the document on your computer. Similar options can be used from any type of editing software (Corel, Adobe, etc.).

The posters has to be sent at least 2 weeks prior to the meeting to allow for possible adjustments and printing. To avoid e-mail attachment size problems, the posters can be sent using e.g. WeTransfer (https://www.wetransfer.com/) or any other appropriate free web service for transmitting large files.

**Contact list**

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| --- | --- | --- |
| Stela Cornelia Negrea | negreastela@yahoo.com | Organizational mattersReceives the posters  |
| Maria Elena Suciu | marilena\_suciu@yahoo.com | Questions about the political party or the students’ school activities |
| Gabriel Octavian Negrea | gabriel.negrea@gmail.com | Technical questions regarding the poster |