

Guide to NVF Seminars

This guide is intended to help working groups when organising seminars, large meetings and the like. It's meant as a guide, and working groups are free to use and draw inspiration from the parts of the guide they wish.

Seminars and meetings can be held either as physical or virtual meetings, or as a hybrid. Meetings can also be more or less formal, e.g. several working groups have had very good experiences with virtual lunch meetings, where participants eat their lunch in front of their PC, listening to one of their members informing about a specific project.

The guide consists of five steps:

1. Contact an NVF secretary
2. Create a programme
3. Make a budget
4. Make a timetable and a project plan
5. Hold and evaluate the seminar

The five steps

1. Contact an NVF secretary

As the NVF consists of six (6) independent national NVF associations, each with its own laws, economy, traditions, processes, etc., it can quickly become a bit confusing to organise a Nordic NVF seminar. It is therefore a good idea to contact an NVF secretary early in the process.

NVF Secretaries:

Denmark: Marianne Worm (mwo@vd.dk) (Secretary of the Association 2020-2024)

Finland: Anne Ranta-Aho (anne.ranta-aho@vayla.fi)

Faroe Islands: Ása Ósa (asos@lv.fo)

Iceland: Pétur Matthiasson (g.petur.matthiasson@vegagerdin.is)

Norway: Marit Due (marit.due@vegvesen.no)

Sweden: Annelie Nylander (annelie.nylander@trafikverket.se)

Each NVF Secretary works closely with their colleagues in the other countries, and can quickly assess which country should be responsible for e.g. a seminar. This will typically be the country where the seminar is held. The working groups have no finances of their own and cannot conclude contracts.

The NVF Secretary can also provide information on deadlines, for example, if an application for financial support for a seminar or other activities needs to be made to the NVF National Board.

2. Create a draft programme

A draft programme is just a first draft, but it may be a good idea to ask some questions before you finalise it.

It's also a good idea to consider whether to involve or invite the other working groups to all or part of the seminar, or whether it should be completely open to outsiders. NVF seminars are typically open to all interested parties.

Help questions:

- a. What is the purpose of the seminar?
- b. What should the theme be?
- c. Who is the target group?
- d. Should the seminar be held physically, online or a as hybrid meeting?
- e. Where and when will the seminar be held?

Open seminars

The NVF has a tradition of holding open seminars at which working groups share knowledge with relevant stakeholders in the road sector. When a seminar is "open", it means that persons who are not members of the NVF can also participate.

Seminars in English

If the seminar is held in English, consider inviting relevant people from outside the Nordic countries. For example as presenters, but they could also be participants in the seminar.

For example, NVF cooperates with the Baltic Road Association (BRA), which consists of the state road authorities in Estonia, Latvia and Lithuania. Staff from the Baltic road authorities have participated in NVF's English-language open seminars on several occasions. Contact one of the NVF secretaries for updated contact information for the BRA.

3. Make a draft budget

Start early in the process to prepare a budget. Of course, it will need to be adjusted along the way. (See attached Excel template, which you are welcome to use).

NVF seminars should not be expensive to attend. Remember that members must ask their employer to commit time and resources to attend.

A seminar can often be held on your own premises. Make sure anyone who cannot travel can participate online.

4. Make a timetable and a project plan

The Chairperson or the Secretary need not be the project leader for the project "Organisation of the Working Group Seminar on XX". But it is important that you have thought about how you will organise the planning of the seminar, and who will be responsible for what.

Most people already have a template for a project plan and timetable, and of course you just need to use it.

Also consider when you will promote the seminar on the NVF website nvfnorden.org, LinkedIn, etc. Contact NVF Webmaster Dorte Mogensen (nvf@vd.dk).

5. Organisation and evaluation

Hold a good seminar and remember to take great photos for use in annual reports and the like.

Post Powerpoints, recordings etc., on the website so that participants can access the material afterwards. Contact NVF Webmaster Dorte Mogensen (nvf@vd.dk), who can help with this.

You can also make an evaluation afterwards.

Appendix:

- Budget template (Excel sheet)



Programme for NVF seminar on XX (example)

Date: 01.01 2024 at 10:00-16:30 CET

It is possible to participate in the seminar online, except for the technical tour.
Parts of the seminar are recorded. Recordings and PowerPoint presentations will be available on nvfnorden.org after the seminar.

The seminar will be held at the Danish Road Directorate's premises in Copenhagen

Address: Carsten Niebuhrs Gade 43, 1577 Copenhagen V, meeting room xx

Transportation: Dybbølsbro Station and Fisketorvet Metro Station

Time	Activity
10:00-10:30	Welcome by Chairperson NN
10:30-12:00	Workshop on YY with NN
12:00-13:00	Lunch
13:00-13:30	Presentation on zz by NN
13:30-14:00	Follow-up of workshop by moderator NN
14:00-14:15	Short break
14:15-16:15	Technical tour
16:15-16:30	Thanks for attending