



HANDY HINTS FOR PARTICIPANT

Congratulations on your successful application to be a participant in the Exchange Program. Preparation is the key to success for any experience and your visit to a Host service in the exchange program is no different. Past experience has shown that the more prepared participants are the more they gain from the visit. The following suggestions have been put together to help you prepare for your visit:

Host Service

- Phone your Host Service at least one week prior to your visit to:
 - ✦ Introduce your self
 - ✦ Find out the best time for you to arrive on the first day
 - ✦ Inquire when you will discuss your program for the visit
 - ✦ Briefly discuss what you would like to gain from the experience (for example spend time in the rooms to look at programming styles, discussing menu ideas, spend some time talking about admin tasks)

Read through any information you have access to about your Host Service. You may have been sent information by the Exchange Program Coordinator or you may be able to access information on your Host Service's website. The Workplace Health and Safety Policy will be of particular interest as it will let you know the dress requirements for the service.

Your Workplace

Talk to your colleagues and find out what they would like you to bring back for them (for example art ideas, ideas for newsletters, observation methods etc). This may be done formally in a staff meeting or on a personal level. Try to get questions or ideas about what to collect from all staff members so that everyone is involved.

Personal

- Consider what you want to learn from the experience. Keep a journal of your experiences. You could write your ideas down so you won't forget and start early so you have heaps of time to think about it. Remember the longer the list the more valuable the experience will be for you.
- If possible organise to take a camera and laptop to help you record what you have seen. This will help you remember information and make it easier to share with your colleagues when you return to your service. Make sure that you ask permission before you take any photos.
- Organise a folder to take with you and if possible plastic sheet protectors to store copies of information you have collected. If you have a place to store information it is less likely to be damaged or lost. Make sure you respect the hard work others have put into the information you are collecting, ask before copying or collecting and remember to thank them.
- If you are traveling to a new location/town/region make time to read about the local area. In particular information about the climate (help you decide what clothes you will need), map (it would be useful to find the airport, Host Service, accommodation, shopping facilities for food etc.)
- A small gift of thanks to present to your Host Service on the final day of your visit would be a great way to show your appreciation. Only if you are able to.

We hope this information has been of some help in preparing you for your exchange adventure. Have fun sharing and learning.