Info-Meeting for Study Introduction Days
Oct 11th to Oct 15th 2018

SET-Referat
set@fs.tum.de

May 24th 2018
Gliederung

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Introduction: The Speakers

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Introduction: Contact

Relevant channels:

- set@fs.tum.de: Internal communication and general traffic to outside instances (accessible by all SET-speakers and organizers)
- set-tueten@fs.tum.de: Communication with companies (Goodie-Bags)
- set-tutoren@fs.tum.de: Communication with SET-tutors
SET Schedule: Thu, Oct 11th - Mon, Oct 15th 2018

During pre-courses: von Sept 24th to approx. Oct 11th
- 2x Barbecuing (Wed, Sept 26th. and Oct 1st)
- 2x Pub Crawl (Thu, Sept 27th and Oct 4th)

Thu, Oct 11th
- Welcoming
- Campus Tour + Guided tours through the institutes
- Social Activity (to be planned)
- Pub Crawl

Fri, Oct 12th
- IT Introduction
- L&L Additional Exercise
- Highlight lecture Info & Physics
- Presentation of student representative bodies
- Campus tour main campus
- City tour
SET Schedule: Thu, Oct 11th - Mon, Oct 15th 2018

Saturday, Oct 13th
- Open doors TUM (→ not on SET)

Sun, Oct 14th
- Breakfast
- Campus rallye
- Barbecue
- Board games

Mon, Oct 15th
- L&L Execises
- FSPO-Information lectures
- “Unileben”

Date TBA
- Real Life Scotland Yard (→ Event Unit)
FAQs

- Task areas → teams
- Each team will have a SET speaker as a go-to person
- Regular meetings and steady communication with speakers
- Processing of assignment checklists (with fixed soft/hard deadlines)
- Duties pre- and during the SET
Pre-SET Duties

- Welcoming event
- IT introduction
- "Unileben" event
- Goodie bags
- Breakfast / Barbecue

- Highlight lecture
- Institute guided tours
- Campus rallye
- Tutor recruiting
- Lehr- & Lernformen
Pre-SET Duties

- Welcoming event
- IT introduction
- “Unileben” event
- Goodie bags
- Breakfast / Barbecue
- Highlight lecture
- Institute guided tours
- Campus rallye
- Tutor recruiting
- Lehr- & Lernformen

**Welcoming event:** Freshmen welcoming by deans, the Garching mayor, international office, etc.

- Invite speakers
- Set up schedule
- Reformat slides
Pre-SET Duties

- Welcoming event
- **IT introduction**
- “Unileben” event
- Goodie bags
- Breakfast / Barbecue
- Highlight lecture
- Institute guided tours
- Campus rallye
- Tutor recruiting
- Lehr- & Lernformen

**IT introduction:** Introduction to TUMonline, Moodle, computer labs, eduroam etc.

- Invite speakers
- Set up schedule
- Reformat slides
Pre-SET Duties

- Welcoming event
- IT introduction
- “Unileben” event
- Goodie bags
- Breakfast / Barbecue
- Highlight lecture
- Institute guided tours
- Campus rallye
- Tutor recruiting
- Lehr- & Lernformen

"Unileben“ event: Presentations of student groups and other organizations surrounding university life

- Invite speakers
- Set up schedule
- Collect slides from the organizations
Pre-SET Duties

- Welcoming event
- IT introduction
- “Unileben” event
- **Goodie bags**
- Breakfast / Barbecue

**Goodie bags:** Freshmen goodie bags

- Highlight lecture
- Institute guided tours
- Campus rallye
- Tutor recruiting
- Lehr- & Lernformen

- Sending requests to companies
- Gather contacts during IKOM (18.-21. Juni)
- Prepping the bags
Pre-SET Duties

- Welcoming event
- IT introduction
- “Unileben” event
- Goodie bags
- Breakfast / Barbecue

Breakfast / Barbecue: Barbecues during pre-course and SET, breakfast during SET

- Highlight lecture
- Institute guided tours
- Campus rallye
- Tutor recruiting
- Lehr- & Lernformen

- Cost-calculations
- Shop for groceries
- Coordinate the breakfast / barbecue (see “Duties during SET”)

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Pre-SET Duties

- Welcoming event
- IT introduction
- “Unileben” event
- Goodie bags
- Breakfast / Barbecue

**Highlight lecture**: Lecture for Bachelor’s freshmen on an “interesting” topic from their respective fields

- Invite speaker candidate(s)
- Plan performance

- Institute guided tours
- Campus rallye
- Tutor recruiting
- Lehr- & Lernformen
Pre-SET Duties

- Welcoming event
- IT introduction
- “Unileben” event
- Goodie bags
- Breakfast / Barbecue
- Highlight lecture
- Institute guided tours
- Campus rallye
- Tutor recruiting
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**Institute guided tours**: Guided tours through the institutes on campus for the freshmen, who have already participated in a normal campus tour

- Submit requests to institutes
- Conduct registration (→ Tool)
Pre-SET Duties

- Welcoming event
- IT introduction
- “Unileben” event
- Goodie bags
- Breakfast / Barbecue
- Highlight lecture
- Institute guided tours
- Campus rallye
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**Campus rallye:** Rallye with stations spread across the whole Garching campus

- Implement the stations
- Organize necessary material
- Coordination (see “Duties during SET”)

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May 24th 2018
Pre-SET Duties

- Welcoming event
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**Tutor recruiting:** Recruiting prospective tutors in lectures

- Visit lectures for recruiting
- Turn to Information Unit (IRef)
Pre-SET Duties

- Welcoming event
- IT introduction
- “Unileben” event
- Goodie bags
- Breakfast / Barbecue
- Highlight lecture
- Institute guided tours
- Campus rallye
- Tutor recruiting
- Lehr- & Lernformen

L&L: Math module specially for Math freshmen

- Maintain communication with the Math faculty (→ Coordination by faculty)
- Support of the organization by the SET unit
Material Revision

- Campus tour Garching
- Campus tour main campus
- Pub crawl
- City Tour
- Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet
- Flyers
- Brochure for tutors
Material Revision

- **Campus tour Garching**
- Campus tour main campus
- Pub crawl
- City Tour
- Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet
- Flyers
- Brochure for tutors

**Campus tour Garching:** Keynotes for campus tour of Garching + Hochbrück
Material Revision

- Campus tour Garching
- **Campus tour main campus**
- Pub crawl
- City Tour
- Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet
- Flyers
- Brochure for tutors

**Campus tour main campus:** Keynotes for main campus tour
Material Revision

- Campus tour Garching
- Campus tour main campus
- **Pub crawl**
- City Tour
- Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet
- Flyers
- Brochure for tutors

**Pub crawl:** List of pubs with some keynotes (as suggestions for tutors)
Material Revision

- Campus tour Garching
- Campus tour main campus
- Pub crawl
- **City Tour**
  - Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet
  - Flyers
  - Brochure for tutors

**City Tour:** Loose guidelines for the city tour
Material Revision

- Campus tour Garching
- Campus tour main campus
- Pub crawl
- City Tour
- **Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet**
- Flyers
- Brochure for tutors

**Freshmen information magazine (Erstiinfoheft = ESI):** Online-Brochure for Freshmen
Material Revision

- Campus tour Garching
- Campus tour main campus
- Pub crawl
- City Tour
- Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet
- Flyers
- Brochure for tutors

Guide Sheet: DIN A3 Leaflet for Math/Physics/Informatics-Freshmen with vital pieces of information
Material Revision

- Campus tour Garching
- Campus tour main campus
- Pub crawl
- City Tour
- Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet
- Flyers
- Brochure for tutors

**Flyer:** Flyer with SET-Schedule (different versions: during pre-courses / SET, Bachelor’s / Master’s)
Material Revision

- Campus tour Garching
- Campus tour main campus
- Pub crawl
- City Tour
- Freshmen information magazine (Erstiinfoheft = ESI) + Guide Sheet
- Flyers
- Brochure for tutors

**Brochure for tutors:** Handout for tutors with full schedule and meeting points
Duties during the SET

- Event moderation
- Springer
- Cashiering (Grillen, Frühstück)
- Information booths
- Tutor briefing
- ...

→ Task assignments briefly before the SET, therefore attendance is mandatory!
Duty Areas - Overview

Areas:
- Welcoming event
- IT introduction
- “Unileben”
- Freshmen goodie bags
- Breakfast / Barbecue

Highlight lecture
- Guided tours through institutes
- Campus rallye
- Tutor recruiting

Material revision
- Campus tour Garching
- Campus tour main campus
- Pub crawl
- City tour
- Freshmen information magazine (ESI) + Guide Sheet
- Flyers
- Tutor brochure
Upcoming Dates

Next SET-Meeting:

▶ Date: Thursday, June 7th 2018 at 6:30 pm
  in Fakultätsraum Informatik (00.12.019)
▶ Topics:
  ★ Team arrangements
  ★ Set up meeting dates
  ★ Create “Fachschafts” accounts for newbies add to set-usergroups
  ★ …
Upcoming Dates

- **Next SET-Meeting:**
  - Date: Thursday, June 7th 2018 at 6:30 pm
    in Fakultätsraum Informatik (00.12.019)
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    - Team arrangements
    - Set up meeting dates
    - Create “Fachschafts” accounts for newbies add to set-usergroups
    - ...

- Afterwards: Smaller meetings within individual duty areas
- 3rd SET meeting: Before the pre-courses (mid September)
- 4th SET meeting: Mon, 8th Oct at 4 pm (after goodie bag prepping)
- Tutor briefing: Wed, Oct 10th
- SET: Thu, Oct 11th to Mon, Oct 15th 2018
Q&A

7th June 2018
6:30 pm in room 00.12.019