START&GO GUIDE

WHAT'S UP?

Hey, now it's **your time to play** here: ready ?!
For this new activity you will have to work like a **small team**: it doesn't matter if you are only two or three individuals ... you are a group now, and **you will need coordination to get a great result**, which everyone will admire.

The goal is producing an e-book which features **a field research with datas and graphics**, and another section covering an **original interview** to an economic or institutional operator of your local area.

Need good news?

You will not have to worry about the layout of your e-book: it will be enough to **enter the required data** on the platform and complete the text fields.
At the final stage, you can **relax and wait for your e-book to be edited and loaded** on the platform.

THE START

The composition of your group requires you to be assigned editing credentials, that is, one of you will be the editor of the group and **will be the only one who can physically enter data** and texts on the platform.
It is not in any way a question of establishing a "boss", in fact this solution is adopted only to **ensure that the work can be technically more manageable by the computer system**.

The work you will have to do, however, does not have to be concentrated on the platform: **it is a field research**, therefore you will have to act as if you were a **journalist looking for information**.
The transcription of the results obtained within the tools offered by the platform is only a point of arrival.

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Let's go step by step then:

1. **read this guide** carefully;

2. set a group call with the other members of the group to **set deadlines for each phase** and **organize** the work;

3. carry out the **questionnaires** and **send the filled-in copies to the editor student of your group**;

4. set a call to try to identify a **suitable subject for the realization of the interview, a method to be able to record it**, a subdivision of the work of **transcription and correction** of the written text;

5. set a day for **entering the material in the "uploader" section** of the platform;

6. **your teachers will notify you when the e-books will be published on the platform**, giving you the lik where you can view the result of your work.

Now more in detail...

THE QUESTIONNAIRES

The questionnaire is a tool that was created to test the awareness that the environment that surrounds you expresses towards the **circular economy and sustainability**.
This tool consists of **12 questions** and you can submit it to your family circle, including friends of your family: the only constraint is that just people **above 18 years old** must answer.

The rules of the game:

1. each member of the group must identify **at least 10 individuals to whom to submit the questionnaire** (for example, if the group consists of 3 students, the questionnaires to be filled in will be 30);

2. the compilation of the questionnaire must be guided, so **you will have to be the one to ask the questions and keep track of the answers** (given the current health situation, you can also develop this activity by telephone);

3. once the completed questionnaires have been collected, you will have to **send them to the group editor**, who will keep them in order to enter the results on the platform;

4. the editor must **enter the data in the appropriate form of the uploader section on the platform;**

5. copies of the questionnaires must be sent to your teachers who will collect them and send them to **the managing partner admin for final reporting.**

THE INTERVIEW

You must **deepen one of the 4 "R"** of the circular economy with your interview: reduce, recycle, redesign, reuse. Your teacher will make sure to assign a track to each group, in order to distribute the work evenly, without everyone asking, for example, only questions about recycling.

For this purpose, you will find **4 interview tracks on the platform:** you will have to use one of these tracks to interview the economic or institutional entity you have selected.
A practical advice is to **choose an interviewee who has somehow specifically to do with the "R" you have chosen**, so that you can address the topic in a comprehensive and original way.
Each interview consists of **3 questions:** easy you will say, 3 questions are not so many...

> *Be very careful because each answer you are going to transcribe on the platform cannot be less than 2500 characters including spaces (i.e. 7500 characters in all).*

The rules of the game:

1. set a call to **determine who to interview** (this can only be an economic or institutional subject: a mayor, a councilor, an activist, an entrepreneur, a dealer, a craftsman, etc.);

2. **talk to your reference teacher to validate your choice about the interviewee;**

3. schedule the interview and agree on how to **keep track of it faithfully (i.e. record at least the voice);**

4. write down the three blocks of text corresponding to the answers paying attention to the **form, grammar and punctuation** (at the end it should be an e-book in English, don't forget it);

5. the student editor must **copy and paste the text blocks in the appropriate fields.**

THE PICS

To make your e-book more appealing, you can choose accompanying images: these are photographs or illustrations that must **not be covered by copyright**, therefore or taken by you (and not depicting people's faces, as it would require a specific release), or found in specific sites.

Suggestion:

If you are looking for images suitable for publication, we recommend that you use these sites:
www.pixabay.com
www.unsplash.com

Here you can download the images and use them without any problem.

THE FINAL EDIT

The e-books will be published on the platform, and accessible directly from a button on the homepage, that will lead to a **special public gallery.**