



Association of International Education Administrators
Leaders in International Higher Education

AIEA Peer-Learning Circles Best Practices for Logistics Coordinators

- Develop an effective communication plan
- Create opportunities for participants to share their background and personal goals for the Peer Learning Circles
- Select appropriate virtual meeting platform(s) for group interactions
- Create a space for effective discussions, sharing of resources, insights, and best practices
- Utilize scheduling technologies that are efficient and easily usable by participants
- Create opportunities for participants to feel fully engaged during the meetings
- Encourage participants to take turns leading some group building moments for the group at the beginning of each meeting
- Ensure all voices are heard during each meeting