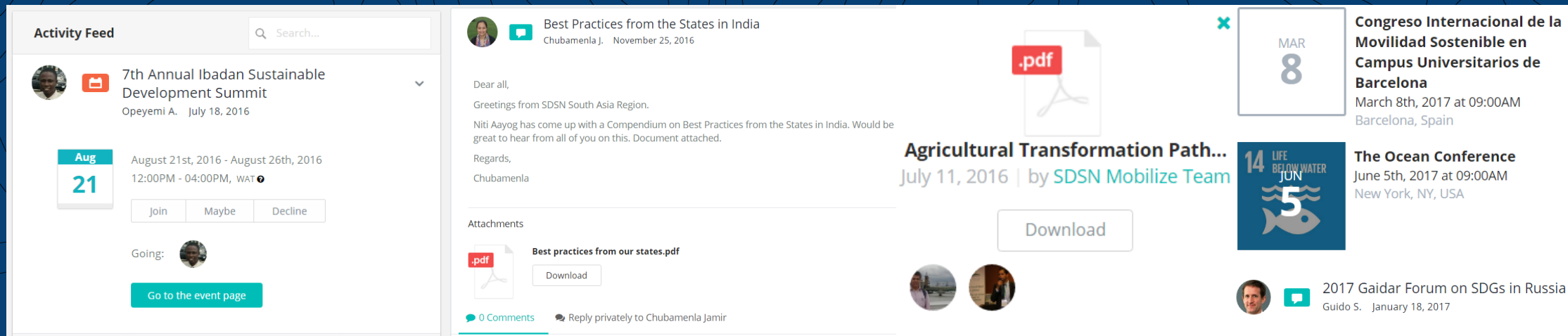


Mobilize – Usage Guide

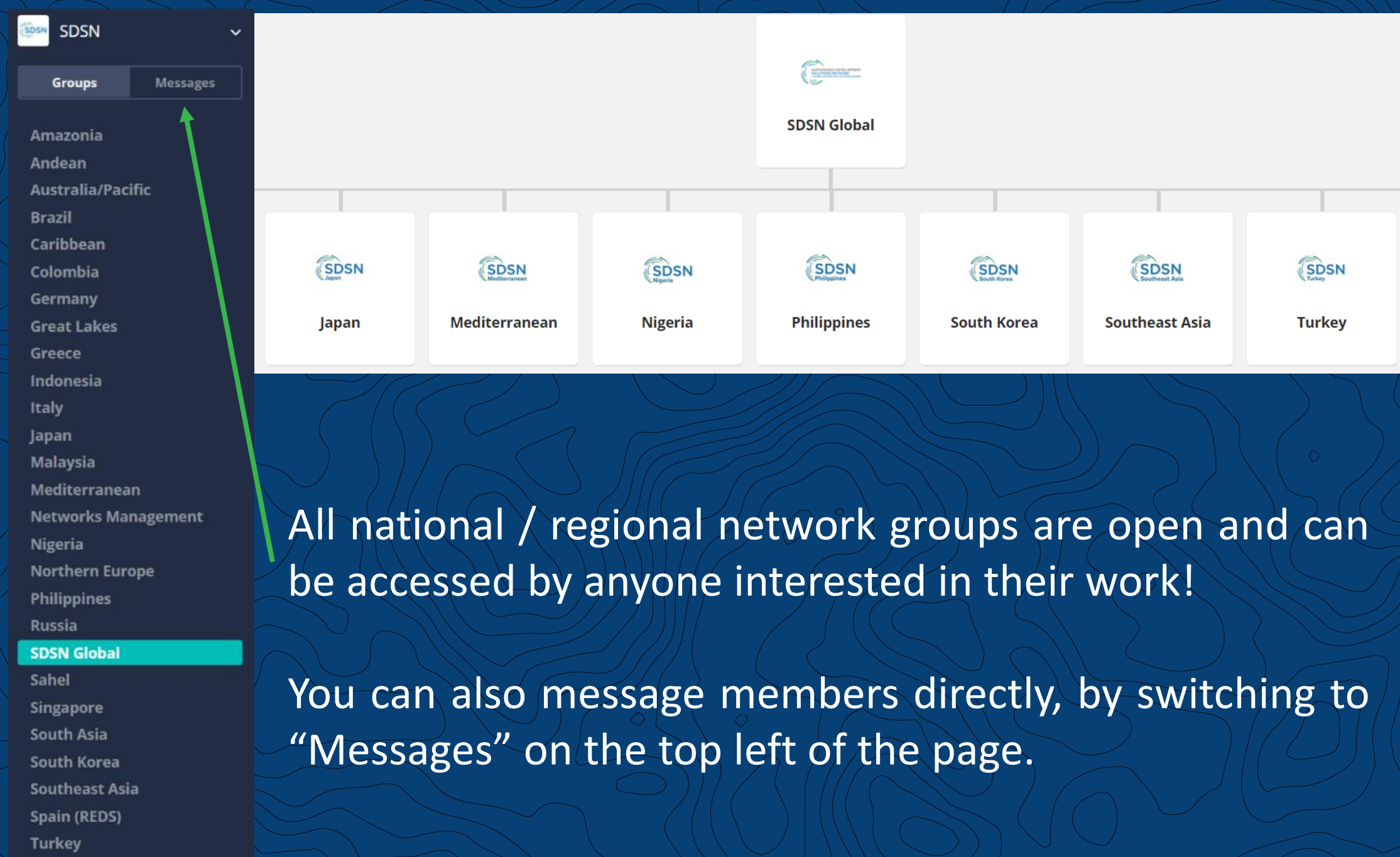
What is mobilize?

Mobilize is the main internal communications platform for all SDSN member institutions and the SDSN Secretariat for them to share all important information and updates, incl. advance copies of new reports and publications, as well as invitations to future calls and events.



How is the platform structured?

Mobilize replicates the SDSN structure, with SDSN Global for all members, and separate groups for each national or regional network.



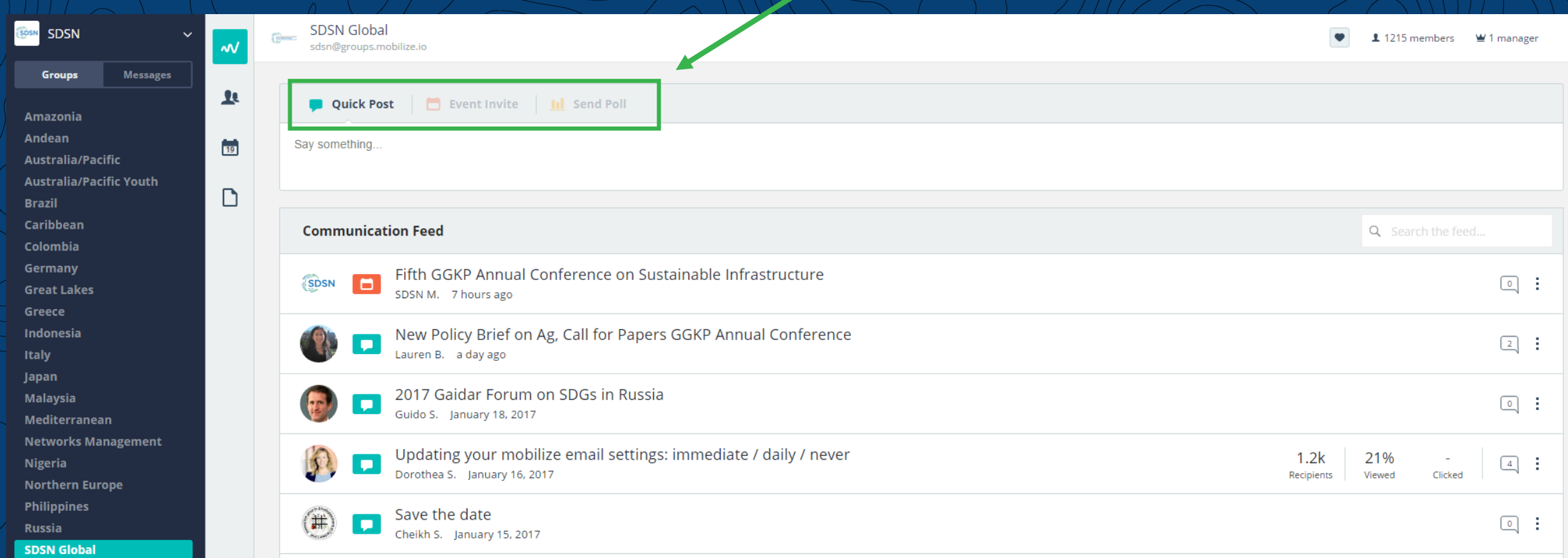
All national / regional network groups are open and can be accessed by anyone interested in their work!

You can also message members directly, by switching to “Messages” on the top left of the page.

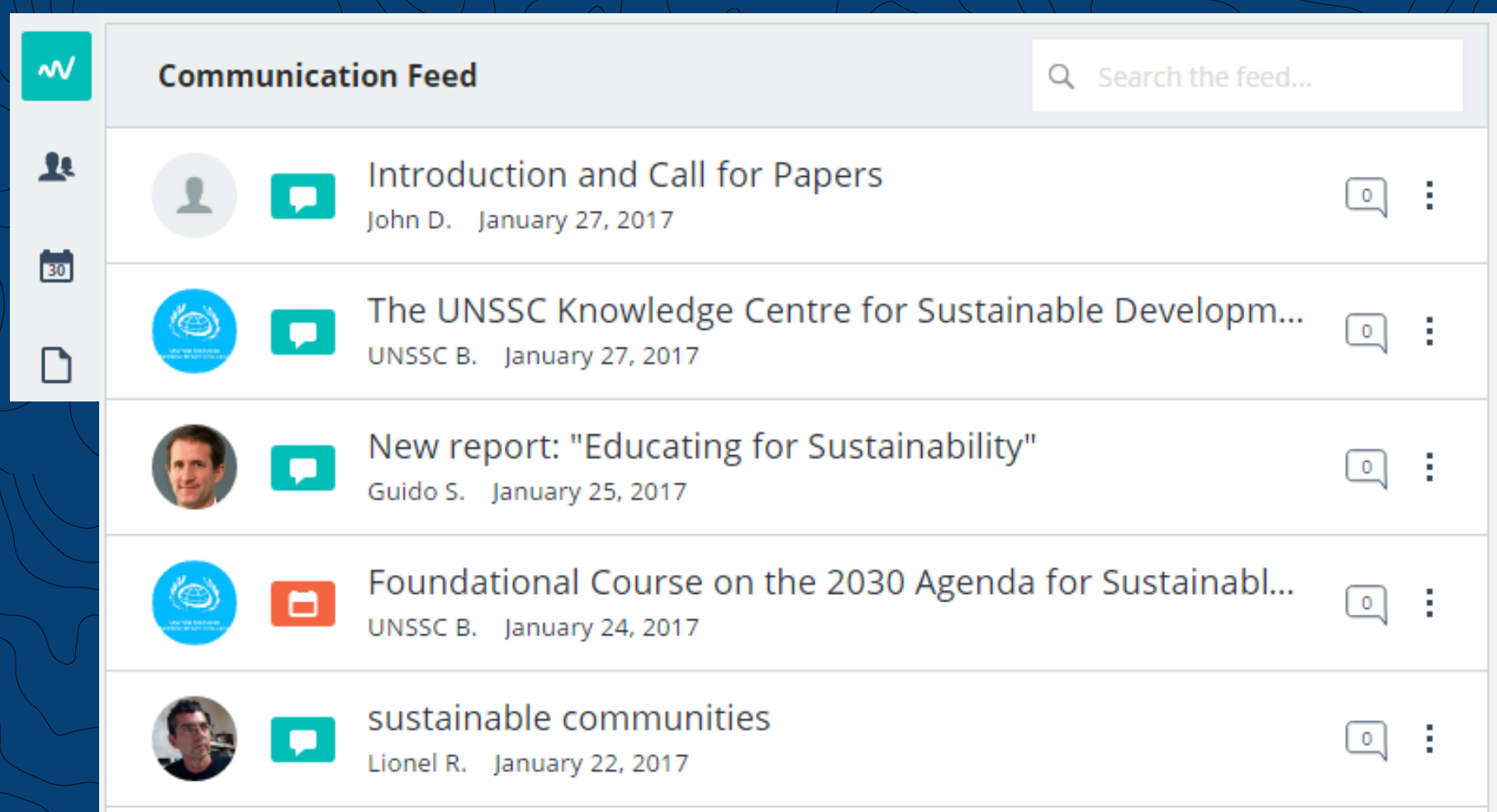
What are the main functions?

1. Activity feed
2. Member directory
3. Event calendar
4. File repository

- Create posts
- Add events
- Send polls



Where can I see the latest activities?



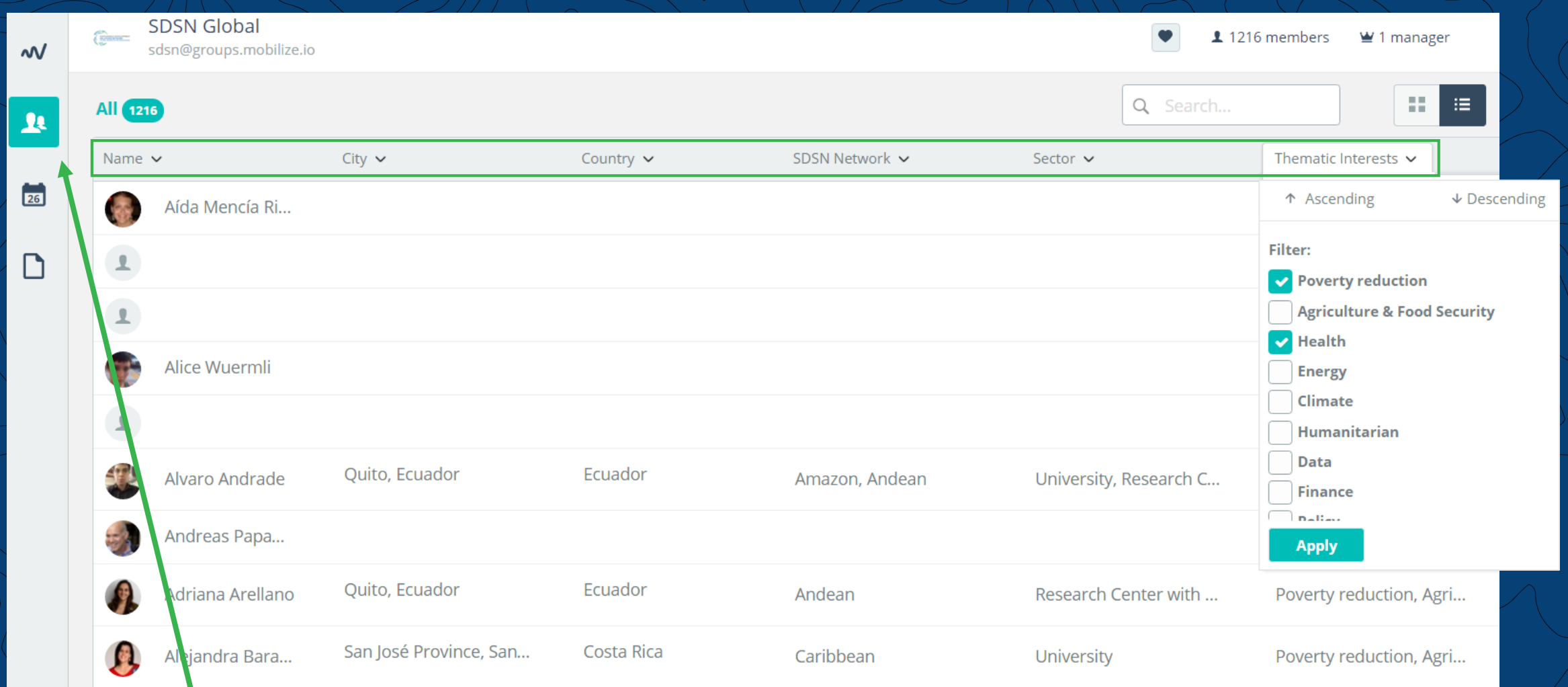
Each group on mobilize has its own Communication Feed, where you can see and add to all of the group’s latest events:

- Add new events
- Ask questions
- Post latest research projects and updates
- Search for keywords or people

Follow and engage in discussions on individual posts by expanding it and adding your comment below!

Mobilize – Usage Guide

How can I get in touch with other members interested in my field of interest?

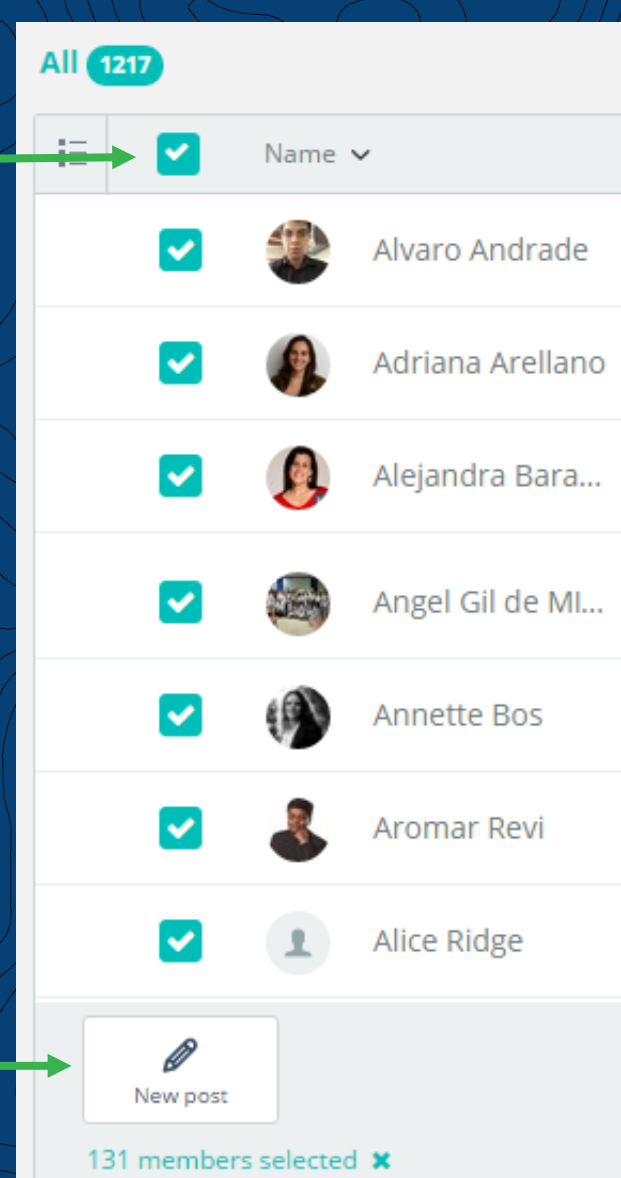


All members of the respective group can be found in the Members Directory.

You can filter for their location, network, sector and thematic interest and then message them directly.

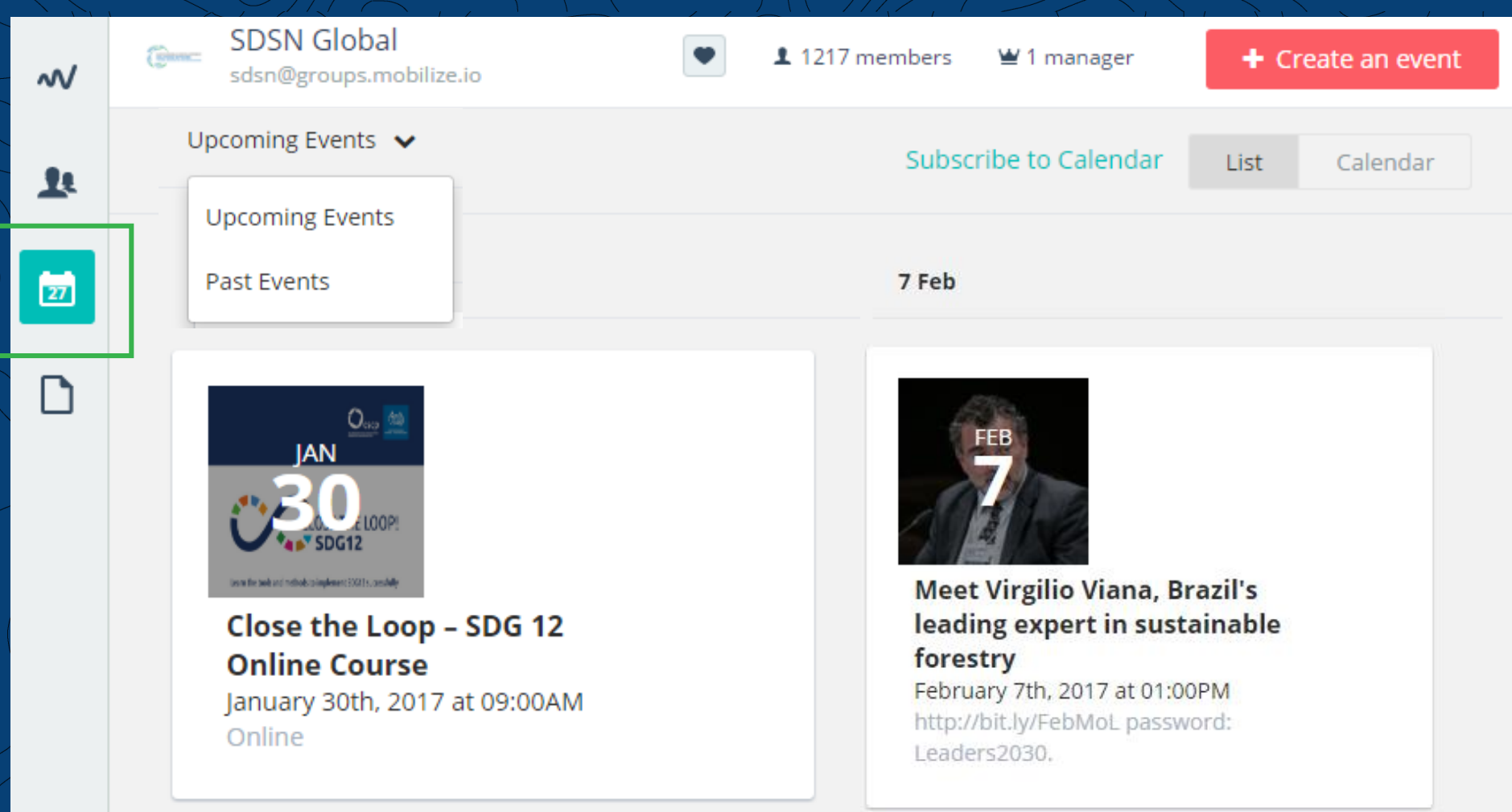
You can either tick everyone or select individual members of your search

Click on “New Post” and get in touch with your peers!

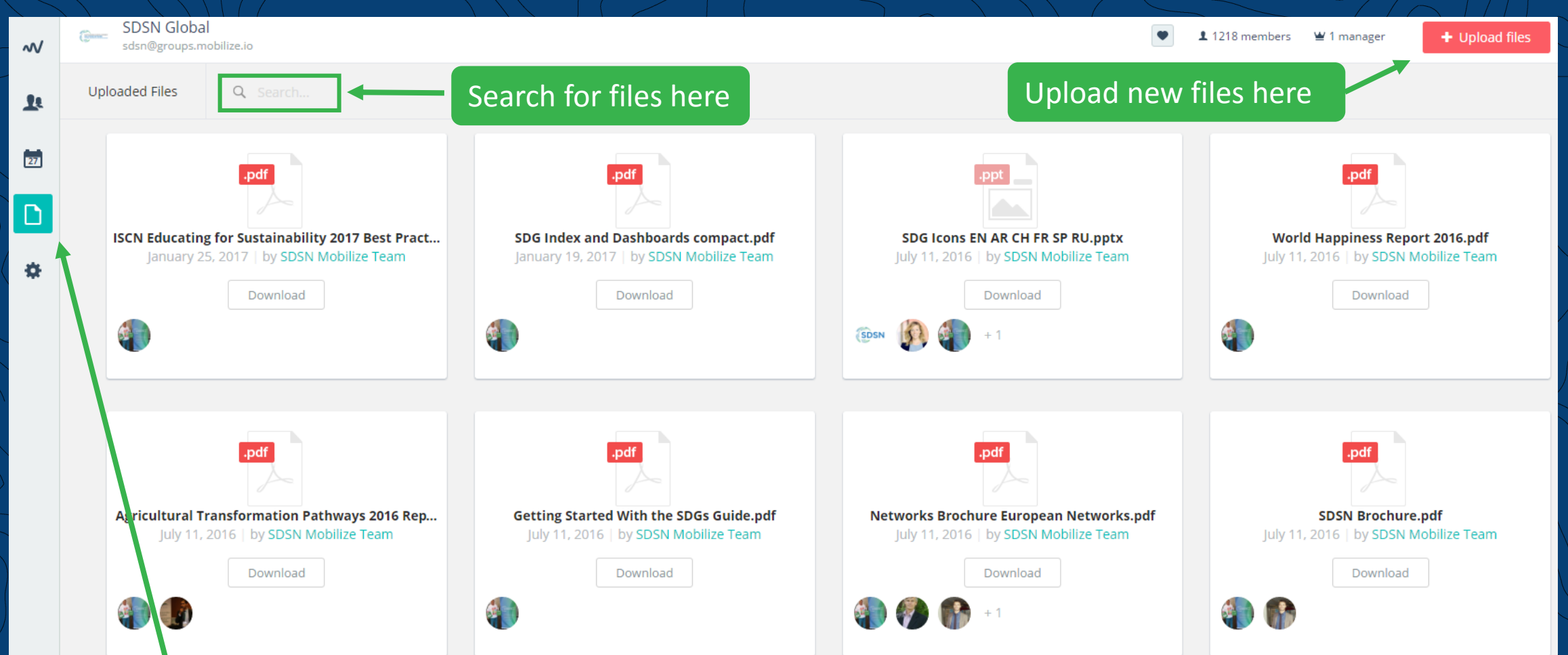


Where can I see upcoming events in my area?

Every group has its own calendar where you can see past and upcoming events and sign up for them.



Where can I find uploaded files?



All uploaded files of any group can be found in the group's respective files section.

Find, upload and search for

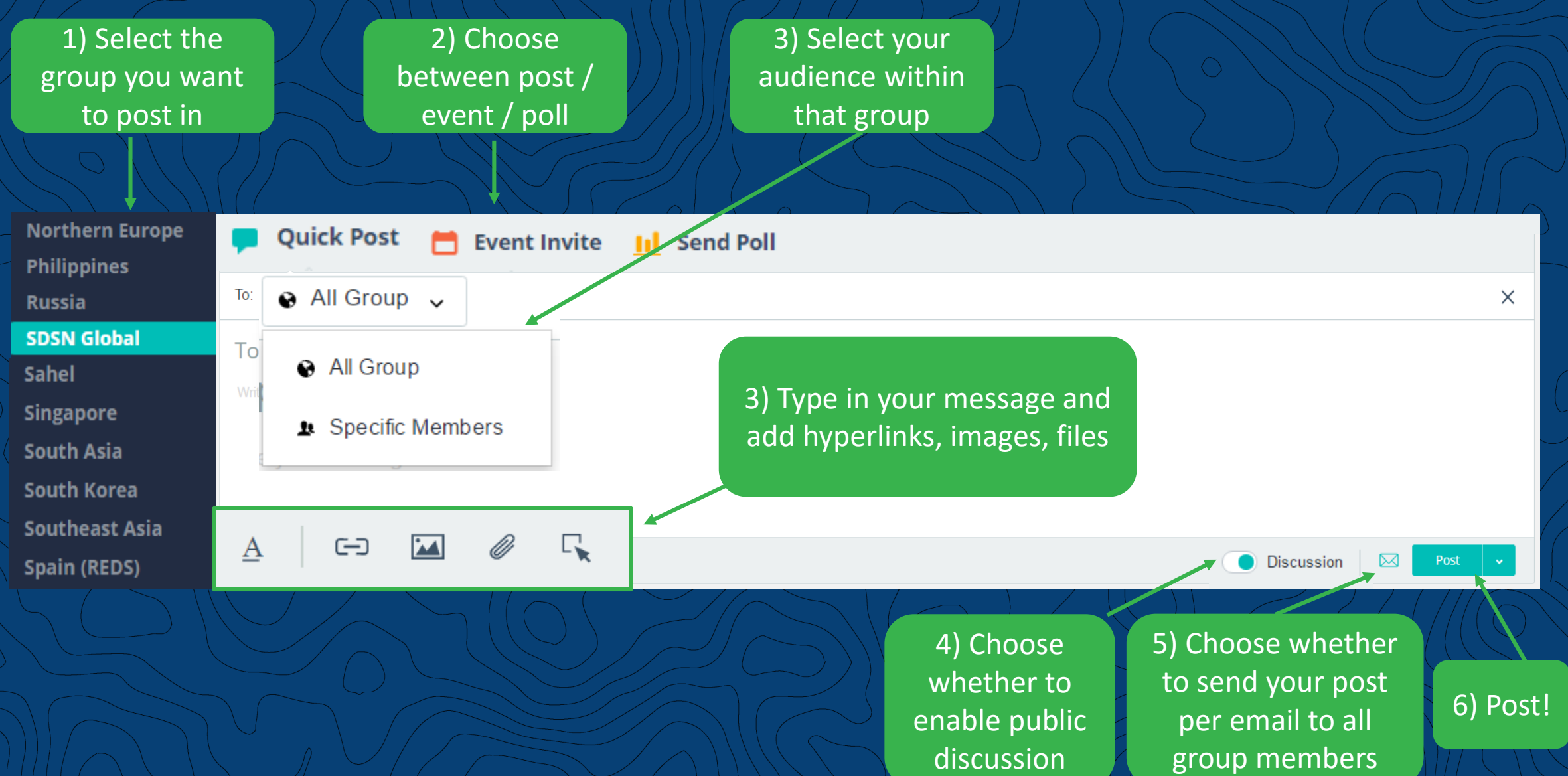
- PPT templates
- Portfolio reports
- Brochures
- Best Practices
- Factsheets
- Latest publications

Make sure to name your files clearly and understandably!

Mobilize – Usage Guide

How do I post / create an event / ask a question?

Keep your peers updated on your events, scientific research, funding and collaboration opportunities and ask questions!
You are more than welcome to post in your national / regional working language.



What to post where?



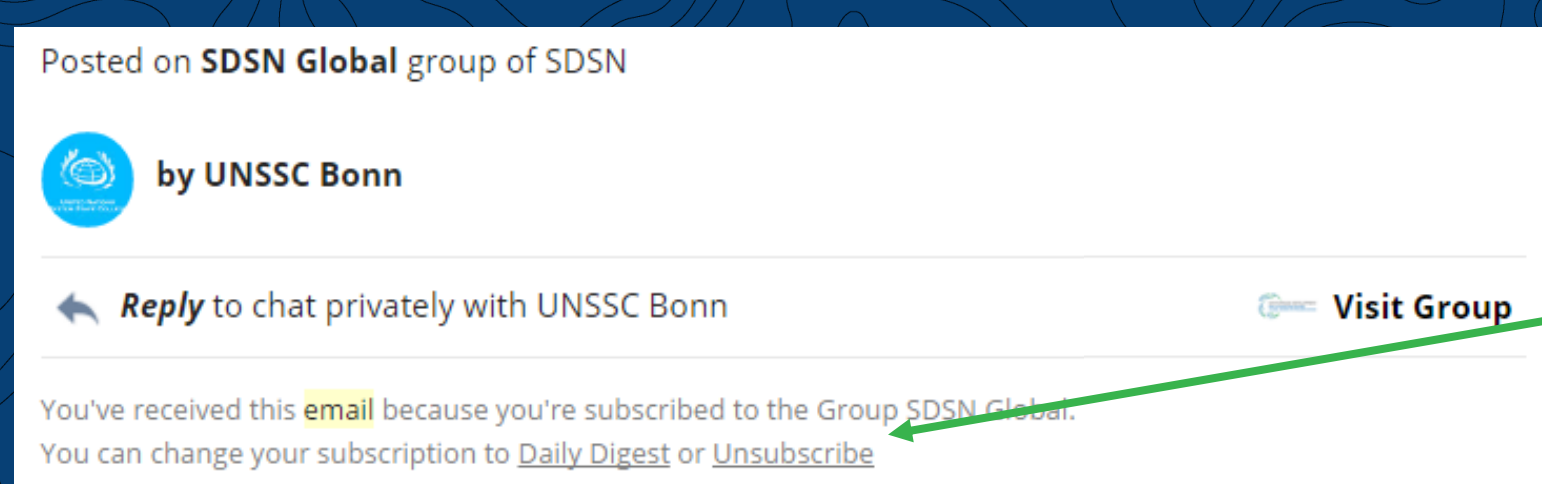
SDSN Global: topics of global importance

- Updates on interdisciplinary research groups
- Open online educational materials
- Global funding openings
- International collaboration opportunities
- Is my event of potential interest to the global SDSN network, e.g. the launch of a report?
- Is it a high-level event?
- Am I looking for international speakers/ contributors?
- Is my event a globally accessible online-gathering/webinar/livestream?
- Questions to the entire SDSN Plenum

National / Regional Groups: locally relevant topics

- Posts in your national/regional working language
- Updates on local actors / network members / partners
- Local funding opportunities
- Is my event a (periodic) meeting of national/regional actors?
- Is my event organized by or dedicated to my national/regional SDSN?
- Questions to local SDSN members

How do I respond to a mobilize e-Mail?



To unsubscribe from a certain post or switch to Daily Digests, click here.

If you receive immediate e-Mail notifications or a private message to one of your posts, you can answer directly by responding to it like you would to a normal e-Mail.
Click on “Reply” and your answer will appear on the platform, no need to log in!

Content ideas

- Upcoming events: workshops, webinars, conferences
 - Post-Event summaries
 - Links to recorded sessions or photos
 - Key takeaways
 - Topics for continued discussion
- Present your sustainable development projects
 - Give updates!
 - Share best practices!
 - Ask for support!
- Disseminate institutions’ articles and publications (incl. newsletter, etc.)
- Start a discussion!
- Ask for feedback!