

# Dear mentor,

We're excited that you will be guiding new students during TOP Winter Week 2025! This booklet was created to prepare you in the best way possible. It contains all the information you need: tips, guidelines, and a detailed explanation of our program. Please read the booklet carefully so you know the full program and understand your responsibilities as a mentor.

Stay connected with us on our social media channels and make sure to download the TOP Week application before the start of TOP Winter Week. The TOP Week application will be the main source of communication during TOP Winter Week.

We hope you will enjoy TOP Winter Week 2025! If you have any questions, please feel free to reach out to us. You can send a WhatsApp message at +31 6 42 09 21 70 or send an e-mail to <a href="mailto:topmentoren@tilburguniversity.edu">topmentoren@tilburguniversity.edu</a>.

Kind regards,

On behalf of the 45th TOP Board,

Dané Meijs Internal Affairs





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# **General information**

This booklet offers you a detailed overview of TOP Winter Week 2025, which will take place on January 21 through 23. TOP Winter Week is all about introducing new students to the Netherlands, the city of Tilburg, life as a student in Tilburg, and to their fellow students. With two or three mentors, you will guide a group of approximately 20 people.

#### **Contact information**

During TOP Winter Week, you can recognize the organization by their bright blue (sweat)shirts. If you have any issues or questions throughout the Week, please feel free to approach us. Besides that, we will be available via WhatsApp: +31 6 42 09 21 70.

For emergencies or if you need the police, ambulance, or fire department, call 112. In all emergencies, please contact us immediately. On the last pages of this booklet, you will find a list of important contacts.



# Important information

# **TOP Week application**

TThe TOP Week app contains all the information you need for TOP Winter Week. It is also essential for registration as it contains your QR code, and the application is used for communicating announcements during TOP Winter Week. You can open the app on your smartphone, but also via your desktop.

You will receive an e-mail about creating an account for the TOP Week application the weekend before TOP Winter Week. Make sure to download it and create an account before the start of TOP Winter Week. You can download the app in the App Store or the Google Play Store by searching 'TOP Week'.

The application has many handy features, like seeing your personal TOP Winter Week program, information about all sorts of associations in Tilburg, a chat with your group, and a map of Tilburg with all student hotspots.

Please note: the application will be open for all participants and mentors the weekend before the start of TOP Winter Week. Make sure to keep an eye on our socials for the exact date and time of the launch.



#### **TOP** wristband

During registration on Tuesday, January 21, 2025, you will receive a TOP wristband. This wristband serves as your admission ticket throughout the Week, so make sure you wear it at all times. Once you have received this wristband, put it on and don't remove it for the rest of the Week! If you lose your wristband, you will have to buy a new one. This will cost € 25. If your wristband is ripped, torn, or broken, you can get a new one for free by showing your old, broken wristband to one of the TOP board members, together with your QR code and passport/ID card. You can recognize TOP board members by their bright blue (sweat)shirts. It is not possible to buy a new wristband if the original one was taken away by the TOP board.

You receive a wristband according to your age. All wristbands will be checked at the entrances to TOP activities. The TOP organization, Security staff, and/or bar personnel are allowed to ask for identity cards to verify your age.

We ask all mentors to behave with dignity and responsibility. Together we can make sure all participants have a great TOP Winter Week. It is your job as a mentor to keep an eye on your under-age group members and to make them feel just as enthusiastic about TOP Winter Week as the group members who are allowed to drink.



# **Smoking policy at Tilburg University**

Tilburg University is a smoke-free campus. This entails that smoking (e-)cigarettes is not allowed on the Tilburg University campus and in its sports facilities.

## **Alcohol policy**

Our alcohol policy is completely in line with legal regulations outlined by Dutch Law:

- 1. Selling or serving alcohol to individuals under 18 is strictly prohibited.
- 2. If you provide alcohol to an underage participant or mentor, your wristband will be taken away and you will be banned from becoming a mentor in the future.
- 3. Individuals under 18 can face legal consequences for possessing and/or consuming alcohol in public places, including streets, pubs, shopping malls, train stations, or parks.
- 4. Infringing these rules will be punished irrespective of the alcohol percentage of the drink involved.

# **Drugs policy**

The TOP Foundation applies a zero-tolerance drugs policy. If you are caught using, carrying, or selling drugs, you will be excluded from all our events and the police will be informed. If there is any suspicion of drug use, security personnel is allowed to search you and you may be refused entry. However, if there are serious medical issues concerning drug abuse, you should always call the Dutch emergency number: 112. You will not get arrested, as using drugs is not prohibited in the Netherlands.

# INTER CANTUS

# **Transgressive behaviors**

If you experience transgressive behavior during TOP Winter Week or elsewhere, there are several organizations that you can contact for support. The TOP board members are always available to help and guide you in this.

In the event of sexual violence, you can contact one of the following authorities: Police (112 for emergencies / 0900-8844 if it is not an emergency) or the Sexual Assault Center: 0800-0188. All phone numbers are available 24 hours a day.

Tilburg University also has a confidential advisor whom you can contact if you want to further discuss your experience in a safe place. More information about the confidential advisors can be found here.

# **Sports Center membership**

In order to join the ice-skating activity during TOP Winter Week, you need a Tilburg University Sports Center trial membership. The trial membership is free and allows you to access the ice rink and one free session at the Tilburg University Sports Center. For admission to the activity and the Sports Center, you will need to download the Sports Center Tilburg application. Find more information about memberships and the application via this link. Please create an account and download the application before the start of TOP Winter Week. Make sure your TOP group has also done this before coming to this activity! This is essential.

Please note: if your TOP group decides to participate in the ice-skating activity, and you, as a TOP mentor, do not have any free sport sessions remaining or a sports membership, TOP will cover the admission fee.

### WhatsApp group

The weekend before TOP Winter Week, you will receive a list per e-mail with the telephone numbers of the students in your group. Please make sure to create a WhatsApp group chat before TOP Winter Week starts. By doing this, you can make clear agreements with everyone and all students will know how to reach their mentors.

There will also be a WhatsApp group chat with all mentors, where only the TOP organization will be able to post messages to make sure no one misses any last-minute communication. If you want to contact TOP for any questions, please send a private message or give us a call at + 31 6 42 09 21 70.

# WhatsApp group for exchange students

For all ESN mentors guiding an exchange group, it is slightly different. You will get a list from the International Office with a group of students who will only go to the program introductions on January 20 and not attend TOP Winter Week. You can create a separate group chat for this. Make sure you keep the TOP Winter Week group chat separate during TOP Winter Week. You can merge these two groups after TOP Winter Week is over.

## **Sleeping accommodation during TOP Winter Week**

As a mentor, it's your responsibility to ensure that participants have accommodation during TOP Winter Week. You can offer them a place to stay in your home, based on available space. Additionally, use the group chat to check if any participants in your TOP group already have a room in Tilburg and are willing to host group members.

If there is a genuine lack of available space, you can suggest Hostel Roots as a last resort. However, consider this option only if all other avenues for accommodation have been explored.

# INTER CANTUS

# **Buying drinks during TOP Winter Week**

You need to buy TOP tokens to pay for drinks during TOP activities. The price per TOP token is € 2.15. The first opportunity to buy these tokens is at the TOP ON at ESN. Activities where TOP tokens are accepted include: TOP ON, Tilburg Winter Fair, Dinner at Koepelhal, and the TOP Winter Cantus. Make sure you bring enough cash and your bank card to all the other activities to buy drinks.

# **Buying food during TOP Winter Week**

All dinners are included in the participation fee.

You can buy food and snacks at the Tilburg Winter Fair and at the Ice-Skating activity on Wednesday. Pathé cinema sells snacks on Wednesday. Make sure you bring enough cash and your bank card to these activities to buy food. Only at Registration and during Cluedo on Tuesday, and the Sports Activity and during the City Stroll on Thursday are you allowed to bring your own food. At all the other activities, bringing your own food or drinks is not allowed.

Please note: breakfast, lunch, and drinks are not included in the participation fee.



# **Important dates**

# **Registration Day**

The Registration Day is on Friday, January 17, 2025. This day is organized by Tilburg University to give new students a warm welcome and to make sure they have enough time to arrange practical matters. Especially international students are encouraged to join this day, as all kinds of services will be provided to make sure they have a relaxed and well-organized start in Tilburg. Among other things, they can get information about opening a bank account in the Netherlands. If you guide a group of exchange student, please encourage your group members to go to this website to give them the best start in the Netherlands.

# Please note that the following two activities are mandatory for all students:

# **Program Introduction at Tilburg University**

The International Office of Tilburg University organizes a Program Introduction on Monday, January 20. This Program Introduction will introduce new students to all the practical matters of their studies at Tilburg University. For more information, please contact the International Office. Contact details can be found at the last pages of this booklet. Please note that the Program Introduction is not part of TOP Winter Week and we are not involved in organizing it.

# Registration

On Tuesday, January 21, the registration for TOP Winter Week 2025 will take place at the Sports Center (Academielaan 5, 5037 ET Tilburg). Please make sure you bring your passport or ID and that you have downloaded the TOP Week application. The application contains a QR code that is needed for registration. Please note that you do not need the e-ticket from your TOP account, but the QR code from the app. At the registration, you will receive a wristband and a goodie bag. The wristband gives you access to all TOP Winter Week activities.



# **Guiding your group**

All TOP Winter Week participants will be assigned to groups. This year, TOP groups will consist of approximately 20 students. Your task is to support your group members if they ask you to. Do they need help with the application? Do they have questions about certain TOP activities? Do they have study-related questions? Please do your best to help them or direct them to someone who can answer their questions. Try to involve all students in your group, so that they will be able to connect with their fellow students.

Most participants don't know much about Tilburg or the Netherlands in general and it is your job to guide and help the new students adjust to their new lives in Tilburg. The process of moving to and studying in a new city or country – as well as coping with a new cultural environment – can take some effort getting used to.

### **Different cultures**

People from all over the world are participating in TOP Winter Week. Consequently, you will have to take into account many different cultures and behaviors. Good communication is essential to creating a pleasant atmosphere within your group and to making sure that everyone has a great week. Also make sure you speak English at all times if you have a group that consists of both Dutch and international students, so nobody feels left out.

# Guidelines and tips

Make clear agreements with your fellow mentor and take your responsibility. As a mentor, you are responsible for your group members that week, so make sure you take that responsibility seriously. Make clear agreements about how you will act in certain potentially problematic situations. For example: what do you do if group members do not like the same type of activities.

Make sure you know the program and inform your group members about the different activities. For your group members, all activities are new, and they don't know what to expect. Please tell your group members what is on the program, what (not) to bring, and what they can expect.

Follow the program of TOP Winter Week and be on time. Remember that participants paid for TOP Winter Week. TOP organizes this week for these new students, and it is your job as a mentor to make sure they can join every TOP activity if they want to.

Please be open-minded and show new students as much as possible. Make sure that you do not only show them what you like but show them as much of student life and Tilburg as possible. Listen to the needs of ALL the students in your group.

Be enthusiastic and well-prepared and stay positive! It is you and your fellow mentor who set the mood. Make sure you have a good icebreaker game at the start of the week to get to know each other. In this way, you will create a good team spirit and a more connected group.

Reach out to your group by sharing your background and experiences. Encourage an active dialogue by asking open-ended questions and try to answer their questions.



# **House rules**

- 1. Obey the instructions given by the TOP organization and security.
- 2. Entry to events will only be given to participants visibly wearing the TOP wristband and age wristband provided by the organization.
- 3. Purchased entry tickets/wristbands will not be refunded by the organization.
- 4. Entering the location of the TOP events is at your own risk.
- 5. You are obliged to carry a valid ID card/passport at all times.
- 6.TOP has a zero-tolerance alcohol policy: No alcohol < 18 years old
- 7.TOP has a zero-tolerance drug policy. It is not allowed to use or carry drugs. Entry will be refused if there is a suspicion of any drug use. Your TOP Wristband may be taken away if you break any of these rules.
- 8.TOP has a zero-tolerance weapons policy. It is strictly prohibited to use or possess weapons.
- 9. Bringing your own food or drinks to TOP activities is not allowed, except when explicitly stated otherwise.
- 10. You are not allowed to enter locations for which you are not authorized.
- 11. You may be searched prior to and during events. Those who do not submit to this may be denied entry. When you refuse to be searched and/or have your bag checked, the TOP organization and/or security will deny you access to the event.
- 12. The TOP organization and security have the right to refuse access to TOP events.
- 13. No alcohol will be served to people who misbehave or are unduly intoxicated.
- 14. During the introduction week, visual materials will be captured. By entering the premises, you give your consent for this.

- 15. If you injure people and/or damage buildings and equipment, you will be liable to any damages. The TOP organization and/or its employees cannot be held accountable for any injuries and/or damage.
- 16. No disturbances, unwanted intimacies, or disruptive behavior are allowed.
- 17. If you are refused access to one of the TOP events, regardless of the reason, you have no right to a refund of any fees.
- 18. In case of not complying to the rules above, the organization is forced to take measures.

# What to bring

There are some important things you will need to bring every day: a bicycle, cash money and/or your bank card, and your phone so that you can keep in contact with your fellow mentor and your group. Remember that it might be cold, so please make sure you wear warm clothes. Also make sure to bring some party clothes for the TOP ON and the open parties. Other things you will need to bring on specific days include the following.

#### **Tuesday**

Bring your phone with the TOP Week application that holds your QR code and your passport or ID card.

Please wear comfortable shoes and warm clothes since you will be walking through the city during the Real Life Cluedo.

#### Wednesday

Bring your phone to the ice rink with the Sports Center application that holds the free sport session. Please also wear warm clothes and socks to the ice rink. Wearing gloves and a hat is mandatory for safety reasons.

#### **Thursday**

If you decide to participate in the sport clinics, please wear comfy or sports clothing and bring a water bottle and a small snack.

We advise you to wear comfortable shoes and warm clothes during Tilburg Through Your Eyes since you will be walking through the city.

Please note: we highly recommend encouraging your TOP group members to get a bike, as this will make TOP Winter Week much easier for both you and your group members.

# **Bicycle parking**

You can only park your bike in the bicycle stands and in the free bicycle parking stations at the following locations.

Heuvel: Heuvel 35

Katterug: Stadhuisplein 115

• Pieter Vreedeplein: IJzerstraat 20

Concertzaal: Louis Bouwmeesterplein 1

Dwaalgebied: Bleshof 24

NS Bicycle Storage: Willem II-passage 15

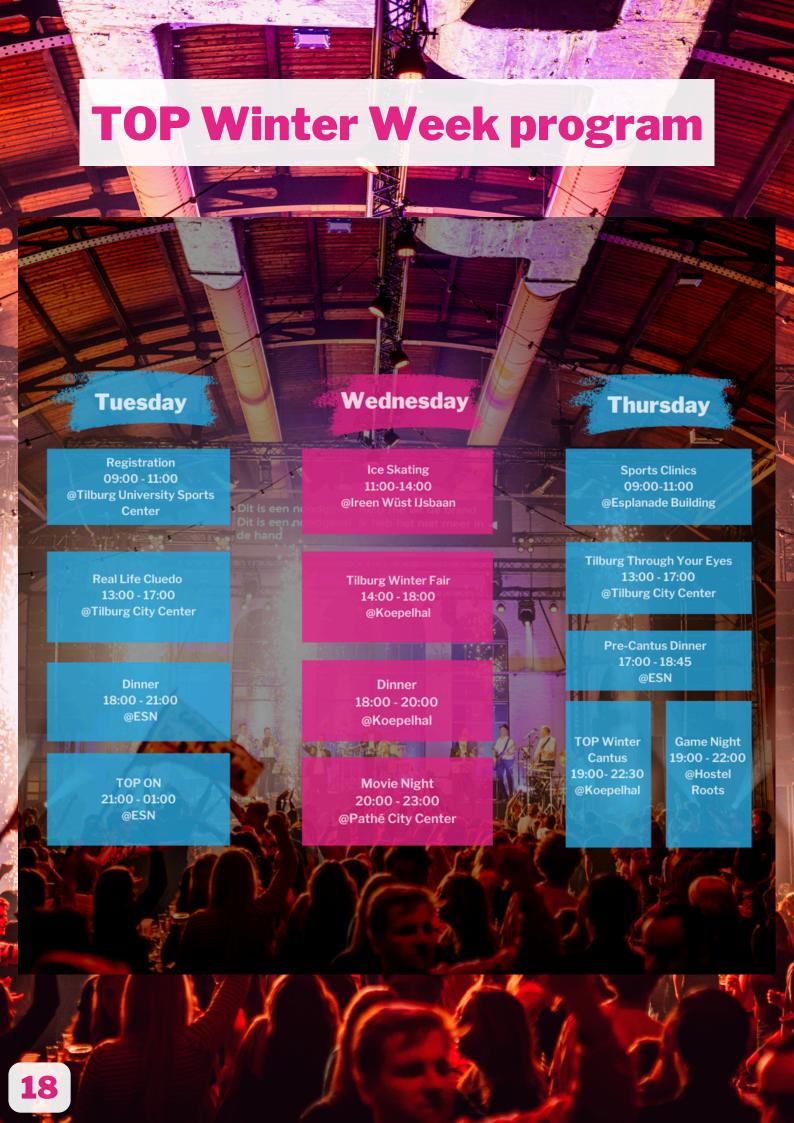
 At the station, there is a guarded bicycle parking facility on Spoorlaan and another at the rear of the station near the LocHal. You can park your bike there for free for the first 24 hours.

#### Please note the following:

 During Registration you can park your bike on the grass opposite of the Sports Center.

 During the TOP Winter Cantus do not park your bicycle in front of Koepelhal. You are only allowed to park your bike in the NS Bicycle Storage on the north side (NS stalling Noord). This is free of charge.





# Tuesday, January 21

Registration

Time: 9:00-11:00

**Location:** Tilburg University Sports Center

On Tuesday, TOP Winter Week starts with your registration as a participant. You can register using your QR code from the TOP Week application and ID card or passport. After you have registered, you will receive a TOP Week wristband and a goodie bag. You will be assigned to a group of students under the guidance of mentors. Your assigned mentors will guide you throughout TOP Winter Week and help and advise you on all matters concerning your studies and life as a student in Tilburg.

Please note: lunch is not included, so you will need to bring your

own lunch to Registration.

### Real Life Cluedo

Time: 13:00-17:00

**Location:** Tilburg City Center

After registration, the excitement kicks off with a game of Real Life Cluedo. Dive into a murder mystery where solving clues at various locations unveils secrets of the crime. It is not just about solving the mystery; expect Crazy 88-style challenges, making it a fun way to explore both the city and the university. Gather your TOP group and dive into the excitement because, at the end of the adventure, there's a prize waiting to be claimed by the first group who successfully cracks the case!

#### Dinner

Time: 18:00-21:00

**Location: ESN** 

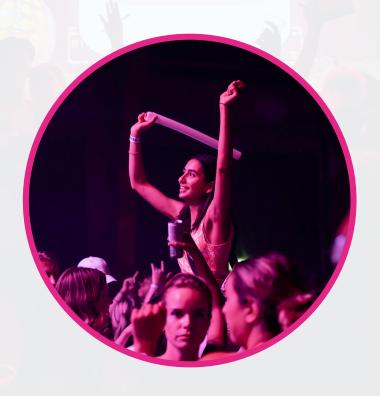
Make sure to register at ESN to join the dinner, where you'll be divided between Carpe Noctem, the pub of student association ESN, and Vrienden van Tilburg with your TOP group. The meal is covered by the participation fee. It's a great opportunity to relax, enjoy good food, and bond with your group!

#### **TOP ON**

Time: 21:00-01:00

Location: ESN

Wrap up the first day of TOP Winter Week at the TOP ON opening party! Hosted at Carpe Noctem, this event is the perfect way to relax and have fun with your group members. A DJ will set the mood with great music, ensuring a lively and enjoyable atmosphere. Don't miss this exciting start to the week!



## Wednesday, January 22

#### Ice Skating

Time: 11:00-14:00

Location: Ireen Wüst IJsbaan

Join us at the Ireen Wüst Ice Skating Rink in Stappegoor, home to a 400-meter speed skating oval—a nod to one of the Netherlands' most beloved sports. Members of Tilburg's student ice skating association, T.S.S.V. Braga, will be on hand to guide you with technical skating tips. Skates are available to borrow free of charge, but don't forget to wear gloves (mandatory) and a hat (highly recommended). As part of this activity, take on a special Eleven Cities Tour-inspired challenge: collect stamps on your stamp card as you skate and immerse yourself in a unique winter adventure!

Please note: you only have FREE access to this activity if you have registered for a trial sports membership. If you would like to continue ice skating after this week, you can purchase a sports membership. For more information on sports memberships and student sports in Tilburg, you can visit the Tilburg Sports Center website.

#### **TOP Winter Fair**

Time: 14:00-18:00 Location: Koepelhal

The TOP Winter Fair takes place in Koepelhal. This afternoon, there will be all kinds of fun activities for you to do, to familiarize yourself with various kinds of associations and other parties in Tilburg. At the TOP Winter Fair, you will get a taste of some typical Dutch games and you will also have the opportunity to try some Dutch food.

Various companies and student associations will be at the TOP Winter Fair to introduce themselves to you with games and information that might be interesting for your stay in Tilburg. Let your creativity shine by designing and making a flag to represent your group during the TOP Winter Cantus on Thursday. Take a photo of your flag and send it to us—the most beautiful and creative flag will win a special prize!

At the start of the TOP Winter Fair, you will receive a stamp card. You get a stamp at every stand you visit, and every sport you participate in. If you visit all the stands, and thereby collect all the stamps, you can win a prize!

#### Dinner

Time: 18:00-20:00 Location: Koepelhal

After you have enjoyed an afternoon of getting to know all Tilburg has to offer, it is time to enjoy a delicious meal. This meal can be collected by your mentors from 18:00 at Koepelhal. The meal you will be served is included in the TOP Winter Week fee.

### **Movie Night**

Time: 20:00-23:00

Location: Pathé Centrum (NOT Pathé Stappegoor!)

Join us for an entertaining evening at Pathé Cinema! Before the movie starts, take part in a fun quiz for a chance to win exciting prizes. During the screening, you can enjoy drinks and snacks, available for purchase. Please note that these are not included in the TOP Winter Week fee. The featured movie for the night will be Wicked!

# Thursday, January 23

## **Sport Clinics**

Time: 9:00-11:00

Location: Esplanade Building @Tilburg University

Get ready to move and have fun at our sports clinic! Whether you're a pro or a beginner, our instructors will guide you through an exciting sports class that will be easy to follow. Join us for an energizing and social sports experience! Don't forget to register via the TOP app to secure your spot The specific sports will be Zumba, Body Shape, Pilates, and Breathing & Yoga.

### **Tilburg Through Your Eyes**

Time: 13:00-17:00

Location: Tilburg City Center

Get creative with a photography game inspired by the Dutch show Het Perfecte Plaatje (The Perfect Picture), where teams compete to capture the most fun and imaginative photos. Along the way, you'll discover Tilburg from a fresh perspective, exploring its hidden corners and iconic spots. Each team's creativity will be put to the test as they aim to take home the title of Most Creative Photographer and a special prize!

#### **Pre-Cantus Dinner**

Time: 17:00-18:45

Location: ESN

Make sure to register at ESN to join the dinner, where you'll be divided between Carpe Noctem, the pub of student association ESN, and Vrienden van Tilburg with your TOP group. You will be served a delicious meal, providing you with enough energy for tonight's TOP Winter Cantus. The meal you will be served is included in the TOP Winter Week fee.

#### **TOP Winter Cantus**

Time: 19:00-22:30 Location: Koepelhal

The TOP Winter Cantus, to be held at Koepelhal, is famous among students in Tilburg. It is an activity in which the participants sing along with lots of famous songs (such as Neil Diamond's Sweet Caroline and Billy Joel's Piano Man, but also some typically Dutch songs) and drink beer, wine, or soft drinks together. Alcohol-free beer will also be available. Be aware that you have to be at least 18 years old to participate in the TOP Winter Cantus. There are lockers to store your belongings. Please keep in mind that you will have to pay for a locker. Refreshments during the TOP Winter Cantus can only be bought by your mentors with TOP tokens. Remember not to wear your best or newest clothes to the Cantus. Close off TOP Winter Week with a bang!

### **Game Night**

Time: 19:00-22:30

**Location:** Hostel Roots

If you are not yet 18, or prefer a non-alcohol related activity, we refer you to the Game Night at Hostel Roots as an exciting alternative to the TOP Winter Cantus. Here, you can enjoy playing a variety of games and connect with fellow participants in a relaxed and friendly atmosphere.

# **Cantus rules**

The TOP Winter Cantus is the highlight of the introduction week and will make sure the week ends on a high. At the start of the Cantus, all mentors and participants gather near the toilets in the Wagenmakerij. When all external parties are seated, you all walk down the middle aisle behind the Cantus band with your group flag, that you have created at the TOP Winter Fair.

The event is accompanied by some strict Cantus rules. We expect you to pay attention to them and make sure your group knows these rules as well. The table below shows prohibited actions and their consequences (warning or removal). Two warnings will result in removal.

Removal	Warning
Smoking inside	Unpleasant drunk behavior
Fighting	Standing outside the benches
Peeing outside of the toilets	Drinking when the band is playing
Throwing up	Leaving the table with the whole group
Throwing beers or pitchers	
Standing or jumping on benches or tables	
Singing 'eins, zwei, drei, saufen' and the song that comes after	

Please note: people are allowed to go to the bathroom during the Cantus. Once you exit the venue, you are not allowed to re-enter again.

# **TOP Winter Week locations**

### **Tilburg University**

Warandelaan 2, 5037 AB Tilburg

## **Tilburg University Sports Center**

Academielaan 5, 5037 ET Tilburg

**Location for: Registration** 

# Spoorzone (Koepelhal)

NS-Plein 6, 5014 DA Tilburg

Location for: TOP Winter Fair, Wednesday Dinner, TOP Winter

Cantus

## **ESN Tilburg / Carpe Noctum**

Heuvelring 45, 5038 CJ Tilburg

Location for: Tuesday and Thursday Dinner, TOP ON

#### Pathé Centrum

Olympiaplein 2, 5022 DW Tilburg

**Location for: Movie Night** 

#### Ireen Wüst Ice Rink

Curlingstraat 15, 5022 DZ Tilburg

**Location for: Ice Skating** 

# **Vrienden Van Tilburg**

Heuvelring 116, 5038 CL Tilburg

**Location for:** Tuesday and Thursday Dinner

### **Hostel Roots**

Stationsstraat 41, 5038 EC Tilburg

Location for: Game Night

# **Contact information**

# **TOP** organization

Tilburg University, Esplanade building (E.202)

5000 LE Tilburg

The Netherlands

+3113 466 2849 (not available during TOP Winter Week)

+31 6 42 09 21 70 (24 hours per day during TOP Winter Week)

top@tilburguniversity.edu

www.top-week.nl

# **Emergency contacts**

Emergency police, ambulance, and fire brigade 112

Emergency at Tilburg University +31 13 466 25 25

Non-emergency local police +31 900 88 44

Non-emergency First Aid +31 900 332 22 22

Sexual Assault Center (anonymous and free of charge) 0800-0188

### **Websites**

Sport membership | Tilburg University

Registration Days | Tilburg University

Confidential Advisors | Tilburg University

# Word TOP Commissie!

Wil jij het grootste studenten evenement in Tilburg organiseren? **Word TOP Commissie!** 



Volg onze social media voor meer informatie!







# Word TOP Bestuur!

Wil jij het grootste studenten evenement in Tilburg organiseren? **Word TOP Bestuur!** 

BOIRD



Volg onze social media voor meer informatie!







BOARD

**beddenreus** 

# **Become TOP Mentor!**

Do you want to give students the best start of their student life?
Become TOP
Mentor!

You can register from 4th March via our website: www.top-week.nl



Follow our social media for more information!





