

	Task	Timeframe
1.	Develop concept for event / Specify the purpose of the project	3 months prior to event
2.	Find the right partners and finalise a partner agreement <ul style="list-style-type: none"> <li>Do all partners have all necessary information to be able to participate fully in the project?</li> <li>Agree on timeline, budgets and roles/ responsibilities</li> </ul>	3 months prior to event
3.	Organise the set-up for the Pop-up Lab <ul style="list-style-type: none"> <li>Who will be the facilitator of the lab?</li> <li>Who will be the facilitators of the workshops?</li> <li>Find the right locations for the analog workshop weekends (if offline). rooms / spaces in Fab Labs or other institutions</li> <li>Which material will be needed?</li> <li>Find the right tools for the international collaboration (if online)</li> <li>What kind of workshops do you want to offer?</li> <li>organize inspirational talks (who will you invite?)</li> </ul>	3 months prior to event
4.	Organize Side events / team building events <ul style="list-style-type: none"> <li>get an idea of the different institutions and cities that are participating. If offline / City walks, visits in local design hot spots, Fablab communities etc.</li> <li>If online: find a possibility to present the institutions/cities/design scene: Videos, guided video tours, etc.</li> <li>organize other offline or online events, where the participants can get together in an informal way (online concerts, online games, online get togethers or offline meetings of any kind).</li> <li></li> </ul>	3 months prior to event
5.	Publish an Open Call to choose the participants Important: <ul style="list-style-type: none"> <li>Enough time for application?</li> <li>No holidays (in all countries)?</li> <li>No other events that prevent the designers from applying?</li> <li>Simple form to fill in?</li> <li>Will you have all the needed information for the selection?</li> </ul>	2 months prior to the event

6.	<p>Select the participating CCI with the aid of a checklist of criterias developed by the involved partners.</p> <ul style="list-style-type: none"> <li>Clarify: Who will choose the participants, who will be the jury?</li> </ul>	One month prior to event
7.	<p>Contact Lists:</p> <p>Make sure to have in the end a list of all participating CCI companies/designers and all participating partner organisations and their contacts.</p> <p>Especially important if there are staff changes in companies and institutions.</p>	One month prior to event
8.	<p>If offline: Organise the travels/ accommodation/ transportation for the participants and of goods if necessary.</p>	One month prior to event
9.	<p>Marketing</p> <ul style="list-style-type: none"> <li>Make sure to decide how you want to plan your marketing campaign.</li> <li>Be sure your marketing and PR is running for the final exhibition (online or offline).</li> </ul> <p>Nobody knows about the project yet and you want to have as many people there as possible to know about it</p> <ul style="list-style-type: none"> <li>- media list,</li> <li>- contact important networks,</li> <li>- education centres,</li> <li>- stakeholders with broad networks</li> <li>- and the press/ media)</li> <li>Prepare a content plan for social media and make sure one person is responsible for it and this person has all information on who should be tagged when, where etc.</li> <li>If offline: you might offer free drinks and food</li> </ul>	from three weeks prior to the event on
10.	<p>Be sure that all the participants have the necessary information (links, addresses etc.) before the lab starts.</p>	one week prior to the event
11.	<p>Documentation:</p> <ul style="list-style-type: none"> <li>Be sure to document the lab, its process stages and the final results properly.</li> </ul>	Before and during the lab
12.	<p>Evaluation:</p> <ul style="list-style-type: none"> <li>Ask for direct feedback from the participants and your partners or send out online evaluation forms to both groups</li> </ul>	During and after the event