EQUALS·EU

EQUALS-EU – Europe's Regional Partnership for Gender Equality in the Digital Age

D2.1 : REPOSITORY OF THE EVENT PLANNING MATERIALS

Missions Publiques

Insert Year

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TABLE OF CONTENTS

EXECUTIVE SUMMARY

The goal of this deliverable is to highlight the training process and the inputs provided to partners of the consortium in deploying their hackathons and / or innovations camps according to the projects framework and strategic guidelines. This included regular monthly meetings with the entire group of partners but also bilateral and more focused meetings to attend partners who needed more training, advise and follow-up.

This deliverable serves as a basis for launching, implementing and carrying out their event in a harmonized and coordinated fashion. Templates, toolkits, communication materials, press releases and graphic designs have been produced and provided to partners all along the way and summarized in this deliverable. These universal materials are adaptable to each local context and situation and each partner is free to adjust the overall key messaging to the specifications of their country and community.

The work package has had the challenge of aligning 24 events with 21 partners in a way that would allow for consistent results, in line with our principles of inclusion and intersectionality. This challenge has proved even more remarkable considering the different levels of involvement in the project by certain partners.

We carried out three types of meetings:

- General meetings on following-up the progress of partners while helping out overcome barriers

- Specific workshops on defining important matters such as what are the criteria of recruitment of participants to ensure inclusion, or even a dedicated communication workshop to layout key messaging and communication and PR strategies

- Bilateral meetings between one member of the coordination team and a partner to talk about their progress and obstacles

The full schedule of general and bilateral meetings can be found in the annexes.

The conclusion of this deliverable expands on general lessons learned from coordinating team members, noting that no two hackathons will be the same, as they will be customised to meet their specific objective, location and target audience.

This deliverable written in the end of the year is marked by good progress in terms of preparation and strategy, while keeping in mind the growing uncertainty in the face of the pandemic that is starting up again in many partner countries. Some partners will probably be unable to hold their event in person, and will have to change their format.

LIST OF ABBREVIATIONS

DoA	Description of Action
EU	European Union
GA	Grant Agreement
GDPR	General Data Protection Regulation
MP	Missions Publiques
TSD	Service for Sensitive Data
WP	Work Package

INTRODUCTION

The DoA describes the deliverable as follows:

D2.1 Templates and customized materials for each of the 24 innovation camps and hackathons

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Some people grew up with the idea that there were fields for "girls" and fields for "boys". Tech and digital were long classified, by mainstream opinion, as a "masculine field". Equals EU goal is to make a real change in the gendered perception of jobs and to engage in a true reflection on gender biases. Work package 2 sets and implements the methodology to discuss and bolster changes about gender biases with stakeholders.

The WP2 of the Equals EU project is at its halfway mark. This deliverable is a course description and repository of materials intended for consortium partners to help them design 12 innovation camps and 12 hackathons, including all related activities such as planning, coordinating, managing, hosting, promoting, and evaluating the events.

WP2 is being coordinated based on co-construction between all partners, and constant integration of remarks, questions. To do so, Missions Publiques engaged with two hackathon and innovation camp experts, Dominic O. Norton[1] and Imen Ghedihoui[2], in order for all consortium partners to benefit from their expertise. In particular, there was a need amongst partners to understand the differences between hackathons and innovation camps, what different outcomes do they produce and what are the dos and don'ts of each format.

Another strategic choice was to put inclusion at the heart of our work package. What does it mean to be inclusive? How to handle the notion of intersectionality or inclusion in different national and local contexts? We suggested templates for open and non-mixed events but also templates that could be edited by each partner based on their contexts. The idea was to provide a single training frame, with the possibility to adapt it to each partner. To do so, in addition to WP2 monthly general meeting, Missions Publiques established bilateral meetings – with a frequency depending on the need of the concerned partner – to follow up with the progress and the special needs of each partner. This process was proposed to partners who wished for more in-depth training, notably on issues such as the identification and recruitment of participants and communication around their events.

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[1] Dominic O. Norton has a strong experience in hackathon and innovation camp. He is the creator of the podcast "The Hackathon Podcast".

[2] [2] Imen Ghedhioui is Behavioral Insight Advisor at the Office cabinet of the Ministry of Technology and Communication of Tunisia. She is also the CEO of Behavioral Science Design Lab in Tunisia.

Deliverable D2.1 gathers the templates and customized materials shared with partners to help them design, organise and run each of the 24 innovation camps and hackathons planned in WP2.

BASIC REQUIREMENT

HACKATHON AND INNOVATION CAMPS

In EQUALS-EU, we define hackathons and innovation camps as interdisciplinary and inter-sectoral events that focus on digital inclusion. During these events, participants will develop new solutions and ICT for promoting gender equity.

UNDERSTANDING THE DIFFERENCE

Hackathon: an event with interdisciplinary teams working on the creation or evolution of an effective product. During hackathons, the focus will be on designing and developing new ICT.

Innovation camp: an event with interdisciplinary teams working on an effective solution. During innovation camps, the focus will be on creating new policies, business processes and practices, or products and services that solve complex challenges.

The differences between these two events are the length and outputs. While innovation camps last one day, hackathons are 24h events that may last up to 4 days. Additionally, both of them need to have ideation where participants can meet and discuss with experts who may inspire them. Moreover, innovation camps are not focused on creating technical solutions but rather on developing an innovative idea.

TEMPLATES OF AGENDA

Below are proposals of agendas, suggested by Missions Publiques to partners, of innovation camps and hackathons. These propositions are the result of a collaboration with hackathon experts and of a discussion on the different needs of the project and respective objectives of the partners. They were shared with the partners during bilateral meetings in October 2021.

You will also find examples of agendas from our partners in the annexes.

INNOVATION CAMPS

Innovation camps are supposed to last for one day. Missions Publiques only proposed one agenda template but partners are free to suggest other schedule proposals. Partners were invited to send their agendas to WP2 leaders before the end of November.

Morning	Afternoon	Evening or next morning
Welcoming participants	Brainstorming	Pitching to the jury
Forming teams if not already formed (bonding activities)		

Discussions with experts	

Table 1: Example of innovation camp's agenda

HACKATHONS

We propose two different agendas for hackathons - one that lasts 24h and one that lasts 4x6hours. As for the innovation camps, we are also opened to different ideas.

D1 Morning	D1 Afternoon	D2 (not mandatory)	D2 or D3
Welcoming participants			
Discussion with experts	Brainstorming	Day of work by themselves	Pitching to the jury
Forming teams x bonding activities			

Table 2: 24 hours-hackathons (general outline to be adapted to your context and topics)

D1 (4h or 6h)	D2 (6h or 8h)	D3 (8h or 6h)	D4 (6h)
Welcoming participants			
Forming teams x bonding activities	Discussion with experts	Brainstorming	Pitching to the jury
Text 9			

Table 3: 4x6 hours-hackathons (general outline to be adapted to your context and topics)

ONLINE OR FACE-TO-FACE ?

As long as the sanitary situation and recommendations put in place in different national contexts allow it, we are privileging face-to-face events for the following reasons:

- Online events cost as much as face-to-face events. As participants need to be well equipped, appropriate equipments would need to be purchased and sent to all participants, experts and jury members. Additionally, partners will also need to invest in apps such as Zoom, Sli.do, Miro, etc.
- Collective intelligence, quality of discussion and bonds between participants are simpler face-to-face than online, as because partners will have fewer problems of concentration from participants and fewer internet problems.
- Partners will have better coverage in terms of communication.
- It's easier to engage participants in person than online.

- Participants get to know each other better when sitting in the same room and can tie stronger connections.

On the other side, if partners really want to go on with an online event, they should know that there are certain advantages:

- No venue or catering to book.
- A better inclusion for people who are geographically far from the location of your events.
- Offer easier ways to channel and deal with aggressive or respectful behaviors.

MINIMUM REQUIREMENTS

As partners have **a budget of 2,500€**, it's important to remind partners of the minimum requirements needed for their event:

	Minimum requirements	Recommendations
Participants	Minimum 10	30
Jury	Minimum 1	3
Facilitator	Minimum 1	3

Table 4: Requirement and recommendations

Though the minimum conditions require having 10 participants per event, we strongly encourage partners to aim for bigger scale events. Bigger scale events enable stronger deliberation between working groups, better stimulation, more fruitful solutions, more diversity and it would provide WP3 and WP4 with a wider range of potential participants for their work packages.

TOPICS AND TIMEFRAME

- Topics have been defined according to what is stated in the Grant Agreement. Partners are free to add another variable in addition to gender if they wish. We advise each partner to stay as close as possible to the Grant Agreement. If a partner wishes to switch from a hackathon to an innovation camp or vice versa, they can contact George Anthony and Helene Rogne. At this stage, no one has asked for it.

- We recommend that partners organize their events between the end of March 2022 and May 2022 to centralize most of the events and optimize our team support. This timeframe includes holding the events and submitting the results' reports.

We have asked partners to keep in mind that the 8th of March is the International Day of Women's Rights. By organizing their event on that date, they will leverage the outreach of their event by driving conversations around the day's narrative. Missions Publiques, for instance, will hold their last day of event on the 8th.

Partners	Type of events	Themes	Dates
BLITAB x Zero Project *Austria*	Hackathon	ICT accessibility for women with disabilities	23rd and 25th Feb 2022
AllDigital *Belgium*	Hackathon	STEM education and lifelong learning	To be confirmed
Intersection x Sarajevo School of Science and technology *Bosnia and Herzegovina*	Hackathon	Women in peace and conflict resolution	May – To be confirmed
Intersection x University of Rijeka Foundation *Croatia*	Innovation camp	Women as role models and active citizen	To be confirmed
Missions Publiques *France*	Hackathon	Gender inclusion in governance and decision-making	5th of March 2022 to the 8th of March 2022
UHC *Germany*	Hackathon	ICT in women's health promotion	22nd to the 23rd of April 2022
KMOP *Greece*	Hackathon	ICT for social equality, welfare and active citizenship	3rd of May to the 5th of May 2022
UH *Israël*	Hackathon	Public health and health promotion	12th of May 2022
IE LAS *Latvia*	Innovation camp	Gender-inclusive social entrepreneurship	13th of May 2022
Intersection x PRONA *Montenegro*	Innovation camp	Gender-sensitive science	To be confirmed
Intersection x FEIT UKIM *North Macedonia*	Innovation camp	Inclusive education for sustainable development	To be confirmed
GUDC-EU x OsloMET *Norway*	Innovation camp	Universal Design of ICT	23rd of May 2021
Intersection *Serbia*	Innovation camp	Responsible, research and innovation	To be confirmed

Intersection x NIB MS *Slovenia*	Hackathon	Women's leadership in biotechnology	To be confirmed
UVEG x FEUGA *Spain*	Innovation camp	Women as entrepreneurs and leaders in science communication	28th of April 2022
SPIDER *Sweden*	Hackathon	Digitalization in international development	30th of March to the 31st of March 2022
IHEID *Switzerland*	Innovation camp	Feminism and women's leadership in international law and policy	(28th of April opening event on the evening) 29th of April 2022 to 30th of April 2022
HS *Turkey*	Innovation camp	Women in defence and security	15th of April to the 18th of April 2022
ITU x BSD Lab *Tunisia*	Hackathon	Access to digital services (e-services)	To be confirmed
GSMA *United Kingdom*	Hackathon	Financial inclusion for women	From the 6th to the 7th of May 2022 and jury on the the 10th of May 2022
KhNUIA *Ukraine*	Innovation camp	Gender in science and security	9th of April 2022 and 16th of April 2022

Table 5: Type of events planned by partnes and themes

Due to contract issues, ITU has not find yet three of their partners for the four hackathons and innovation camps they have to organize.

BUDGET AND PARTNERSHIPS

All partners have a budget of approximatively 2,500€ per event, according to the Grant Agreement. We ask the partners to make sure to check the funds allocated to their event. If a partner thinks that their funds are insufficient, it means that they will have to build partnerships or look for a reallocation of funds.

BUDGET

TEMPLATE OF BUDGET AND PARTNERS' BUDGETS

We suggest that partners follow this template for their budget here. This template recense the budgets of the partners.

EXAMPLE OF TEMPLATE FOR BUDGETS

Expenses	Estimated costs	Costs	Given by partners	Name of the partner(s) and type o
Catering	800,00 €			
Venue	500,00 €		Given	University of x
Computers	700,00 €			
Fees for experts	300,00 €			
Travel for experts	250,00 €			
Fees for jury	x	x	x	
Flyers	50,00 €			
Social media communicaton	300,00 €		Given	*Name of a webzine*
Childcare support	100,00 €			
	3 000,00 €			

Image 1: Screenshots of the budget template

DOCUMENT OF REFERENCES

We remind partners not to engage cost before referring to the Grant Agreement and especially page 12 above all.

OTHER WAYS OF FUNDING YOUR EVENTS

Partners have been warned that they cannot double fund their event (meaning they cannot receive money from other sources), but that they can transfer funds from their travel budget to their event organisation. How?

- By measuring how much they want to transfer from last year travel's budget.
- By sending an email to Oslo Met project leaders with the overall amount and where it will be reallocated for confirmation and validation.
- By waiting for the PO agreement.

PARTNERSHIPS AND GIVEN MATERIALS

WHAT KIND OF PARTNERS ?

If partners need support in communication, in lending a venue, they can engage specific organisations such as universities, newspapers, to help out.

LETTER OF INTENT

To officialize the partnerships, we advise partners to write and sign a letter of intent/commitment.

WHO IS TAKING PART IN YOUR EVENT ?

PARTICIPANTS

MIXED EVENTS

GETTING THE RIGHT DIVERSITY CRITERIA

The EQUALS EU hackathons and IC are meant to be as inclusive as it gets, meaning that communities who are the most excluded will be the most welcome in the events. Who are these communities?

- Racial minority groups
- Ethnical minority groups (native communities, political or climate refugees…)
- Gender minority groups (transgender, non-binary…)
- Economically disadvantaged persons (unemployed persons, people living in precarious conditions or neighborhood…)

Partners are reminded that only women, non-binary people or transgender people may lead a team and that a minimum of 50% of female or non-binary participants is a must for events to stay true to our aim of inclusion and diversity.

Partners were also reminded to have intersectional teams with members with different backgrounds. We recommend to have a team of 3 to 5 persons including :

- A participant with a background in tech
- A participant with a background in business
- A participant with a background gender-related
- A participant with a background related to the topic of the hackathon

We suggest following these recommendations:

Main criteria

- Identification of specific local NGOs (ex: Code for Girls to reach out to young women, Singa to reach out to refugees…) who are already trusted by these communities and who will be able to reach out to them and invite them to your event. It's always easier to contact people through a network that they already know and trust.
- As interdisciplinarity is at the heart of hackathons and innovation camps, it is required that each team member has different specialization and/or background.
- Partners will be in charge of creating a safe environment which also means having a safe language (ex: asking for pronouns, attention to language in workgroups and calling to good behavior, etc.).
- Participants' recruitment will focus on women related to their subject.

Other criteria

- To ensure safe spaces for women and transgender people, partners are invited to create a non-mixed space.
- Inclusion of women from all age groups, especially older women (you can define what "older women" means based on your institution).

- Open to positive discrimination for digitally disadvantaged people.
- Partners can give a chart of good behavior3 to participants.

NON-MIXED EVENTS

Recommended criteria

- **As these events are for women and transgender persons, we choose to apply a rule of non-mixed participation from the events.**
- As interdisciplinarity is at the heart of hackathons and innovation camps, it is required that each team member has different specialization and/or background.
- Partners are responsible for creating a safe environment which also means having a safe language (ex: asking for pronouns, penalization of languages that can cause prejudices, etc.)
- We recommend that partners create a safe space for non-binary and transgender persons and that cisgender persons commit to this idea (cf. see the Behavioral chart in annexes)
- Participants' recruitment will focus on a person related to our subject. It means persons who may be the public to whom the event may focus. Ex : An event on gender and disability will target women and disable persons.

Possible criteria

- Inclusion of older women (you can define what "older women" means based on your institution)
- Open to positive discrimination for digitally disadvantaged people
- It would be appreciated that all participants commit to a chart of good behavior

ENGAGEMENT IN WP3 AND WP4

All participants to the hackathons and innovation camps will be allowed to a WP3's mentorship in summer 2022, which will be provided online for women-led startups. Partners are strongly encouraged to make a reference to WP3 mentorship programme in their communication actions around their event.

The winners of each event will also be allowed to apply to the 2023 leadership boot camps, organized by WP4.

It is up to each partner to organize a prize for the winning team. This is not mandatory, but a trophy prize is always nice to hand over and to use as an incentive for participation. It can be a real trophy, a gift card, a subscription to a newspaper related to the topics.

EXPERTS AND JURY

The main challenge here is to have an inclusive and representative panel of experts and jury members. As our events are about women in innovation, gender inclusion and innovation, we strongly recommend avoiding male only panels.

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3 In the annexes

MINIMUM SCALE EVENTS

A requirement is to have an expert in business or/and tech and digital-related to your subject as a jury member.

BIGGER SCALE EVENTS

For partners who are at ease with organising a bigger scale event, they may have different people doing the jury and the discussion as experts with the participants.

Our advice is to have a jury consisting of 3 people:

- One person specialized or with **a background in tech/digital**
- One person specialized or with **a background in business**
- One person specialized or with **a background in the field of your theme**

FACILITATORS AND HOW TO FACILITATE A WORKING GROUP

WHAT IS A GOOD FACILITATOR ?

A facilitator is basically the person who is moderating the conversation between participants and help the flow going while ensuring the dialogue runs smoothly in an inclusive and respectful way.

What facilitators should be?	What facilitators should not do/have ?
Neutral	Have a high level of expertise in the field of the working group
Aware of what is happening in the room	Be biased in the creation process from participants
Aware of what is happening in the EQUALS EU project	Interfere in the participants dynamics
Clear and articulate	
Inclusive and open by asking pronouns	
Friendly and polite	
Assertive when needed	
To be a good timekeeper	
To moderate debates	

Table 6: Behavior of facilitator

We strongly advise that partners avoid having a facilitator with a high level of expertise in their topics because they could be biased in the co-creation process.

TRAINING FACILITATORS

We will give you more explicit facilitation guidelines through specific documents on this topic. Feel free to translate them into your language if needed.

USING THE RIGHT LANGUAGE

Both the training and the facilitation should be conducted in your native language. Additionally, it would be great to have a facilitator who can speak in either English, French, Italian, German or Spanish, in case we need to communicate with them.

KNOWING WHAT THE EQUALS EU EVENT IS ABOUT

Facilitators need to be aware of what the Equals EU event is all about, what its objectives are, what is the purpose of the hackathons and innovation camps and which overall feminist strategy it fits into. During the event, the WP2 leaders will be reachable via email or Whatsapp to answer any urgent questions if needed, though we believe this shouldn't be necessary.

USING AN INTERACTIVE DASHBOARD

Interactive dashboard: you can use Miro to have an interactive whiteboard or Google Sheets to write in columns according to different workgroups.

TIPS FOR ONLINE OR OFFLINE FACILITATION

OFFLINE

As we are strong advocates of having face-to-face sessions when it comes to deliberation, because we believe that no online tool can fully replace a face-to-face event, having face-to-face events during a pandemic is never risk-free. Here are a few tips for ensuring participants, members of the jury and experts remain safe:

- Post safety instructions and information on social distancing and preventive measures at strategic points so that they can be seen by everyone involved.
- Remind participants about the safety and social distancing measures orally on a regular basis (each time they return to the room, for example).
- Inform participants about safety advice such as handwashing Forced-air hand dryers and fabric hand towels are not recommended.
- Provide information on and clearly organize the entrance and exit of the venue in compliance with the rules on social distancing (floor markings, Plexiglas between participants and technical staff, staggering of entry and exit times, etc.).
- It is essential to provide participants and professionals with all the information they need beforehand so that they are aware of the measures applied to welcome them in completely safe health conditions. A 'Good Practice Guide' can be produced, then shared and signed.

Inform people that the list of attendees may be used to contact people at the meeting later on if we find out that a participant has tested positive to the virus within 14 days of the event; ask for their agreement when they sign the list (a box to be ticked next to their signature: 'I agree to receive information subsequent to the meeting' and another 'I agree to receive information on other initiatives related to the subject and purpose of this meeting').

ONLINE

We recommend to use Zoom for online deliberations as Zoom is people are most familiar with this program, which is easy to download, learn and use. It enables us to create subgroups while keeping a plenary room at the same time. It is affordable, you can take an account for one month only (USD13) and it gives all the functions you need.

There are alternatives to Zoom if partners prefer another tool, for instance:

GoogleMeet

Skype Business

Teams

BlueJeans

Big blue button

Mobile or computer?

We strongly advise the participants to use a computer rather than a mobile phone to interact on zoom. Why? The chat, the hand-raising function and the shared screen function are only available from a computer, and it is easier to get interaction with other participants and the animation team.

Getting participants at ease before the session starts

If the session is fully online, partners must do a test before launching the session online with participants to let the technicalities and functionalities of the platform (mute/unmute, open/close camera, raise hand...).

- Open the room 30 minutes before starting to allow participants to get used to the system and to re-check if everybody is at ease.
- Send the participants an e-mail a few days prior to the session to inform them about the procedure and the use of Zoom. The email explains how to get access to the platform (mobile and computer) and shows with screenshots the basic controls of zoom participants need: How to mute/unmute, activate/deactivate the camera, raise a hand to speak and how to speak on the chat. It is also a first way to explain the participants how you want them to participate in the respect of the others participants.
- There is also an option to deliver a password for the participants to enter the meeting, if partners want to reinforce security.

Moderators, facilitators... how the team is made

To ensure the fluidity of the process, a good coordination between partners' team members if necessary. Below is our advice for team management and coordination:

- A **main moderator** is in charge of guiding the group of participants during the day. They are the face of event and will start the day off by presenting the session and the overall project. The main moderator gives out the main instruction and explains the roll-out of the days, which facilitators must follow and reformulate in the working groups if needed. We advise the main moderator to check in with the different working groups as the day goes on.

- If online, **facilitators** have to be granted/nominated co-host by the main moderator to gain control-settings (as mute/unmute participants, rename them, change of breakout rooms,…). They are in charge of the facilitation when in breakout rooms and have limited controls to ensure this (share screen, chat, etc.). One facilitator for each breakout room is sufficient but two per breakout room is more comfortable.

The use of **an informal backup channel like Telegram or WhatsApp only for the moderators/facilitators/support team is a GREAT help** to ensure a quick exchange of information and questions and to coordinate.

In any case, the **rules for facilitation** should be clear within the moderation team and between this team and the participants.

Partners can for instance fix the rules on who can take the floor:

- Ask the participants to only use the "raise a hand option" if online
- Ask the participants to first express their idea in the chat if online
- Having one moderator in vocal and one moderator in the chat that work hand in hand between the two channels if online

When the session starts: ensure that everyone has online access and is identified.

It is important to know **who is who** and to **put a correct name to everyone.** If possible, ask participants to add their pronouns beside their name.

It is important to note that people using a computer can rename themselves, but not the people using a phone. In any case –for the people using a computer- it is possible to communicate with them with the chat.

General recommendations for online events

Do not disconnect: To avoid wasting time in renaming and to avoid technical issues, participants are asked not to leave the platform and to stay connected during the whole session, even during the breaks. This will limit the loss of links.

Attention! As a co-host, you can disconnect participants to make them leave the session. Be aware that if you use that function (for instance for a participant to re-start Zoom), the participant will be excluded from the zoom call and won't be able to come back to the session.

Recording: Recording sessions should be done by the facilitator that is present during the whole sub-session, but this is not mandatory. The recording depends on the view of the facilitator, so if a facilitator is changing sub-groups, the recording will follow her/his view and

not the previous sub-group anymore. Note: there is no signal when the recording stops, so you have to be aware of it and stop manually. Recording may stop due to a technical issue (disconnection or cloud memory is full).

There is also the possibility to record the chat. The comments on the chat are valuable and an important supplement to the video recording.

Reporting: It is possible to have reports of the meeting you had on your Zoom Profile (Account Management > Reports). Reports give you information about the number of participants, the duration of the session, the poll reports,... and it can help you to get feedback from the session.

Manage your time well: Going through an online platform creates a lot of inconsistency in the dialogue, with technical issues (with people arriving/leaving, problems with microphone, transition between different rooms) but also with human bias (people do not follow instructions such as the "raise a hand" function, people take a lot of time to present themselves/their advice) and the interaction can be less fluid.

Keep the energy going: As the online event could be energy-consuming and the attention can decrease during the session, don't hesitate to be creative to keep the attention going by putting on music during the breaks, use the polling feature, share the screen, use another platform and so on (see below).

QUESTIONS FOR FACILITATORS TO PREPARE

It is up to each facilitator to collect the questions that participants may have along the way. There are two types of questions facilitators and main moderators may be asked:

A question regarding the EQUALS EU project, the roll-out of the day, the partnerships, the why and what. In this case, facilitators are supposed to know what the project is about, what is its objectives and who is behind it.

A technical question regarding gender, code, or any subject relative to the actual prototype, product or service your workgroup is working on is not for you to answer. Experts are present to answer such questions according to their expertise. You can help to go and get the experts and kindly invite them to join your working group to answer your participants' questions.

SIMULATE A SITUATION

We strongly recommend to prepare facilitators with a simulation on the following cases:

How to react if you are in a situation of sexism/ racism/ homophobia/ transphobia

How to mobilize experts if needed

How to stay neutral while facilitating

Basics codes of facilitations

We will do a dedicated workshop on facilitation to explain to partners how to provide the best training possible for their own facilitators.

AN INCENTIVE FOR RECRUITING FACILITATORS

Often, facilitators can be recruited voluntarily in universities, where many students find it a good way to build their network and to use this experience on their CV. You can choose to pay them or not. WP2 leaders will put at partners disposal Equals EU branded certificates that certify facilitators work and efforts during the event. The certificate will be in digital format.

ENSURE A SAFE SPACE FOR ALL

A good behavior chart is a way to make participants commit to a behavior which is following the spirit of the project but also to ensure that all your participants respect each other. Here is an example of how it could look.

GOOD BEHAVIOR CHART

Equals EU Project

1. BE KIND TO OTHERS

Working together means that we have to **be kind to each other**, to **encourage everyone** and to **value their opinions** even if we disagree.

2. PRONOUNS

Ask the other participants pronouns to make sure that you **don't misgender anybody**. Moreover, asking pronouns doesn't not mean you can ask them for their gender if they don't bring it up to you. Any wrong behavior may led to an exclusion.

3. NO TO SEXISM

No women should feel not safe because of comments, mansplainning or bad behaviors. We have you to reflect on the impact that your discourse can have on the other. Any wrong behavior may led to an exclusion.

4. NO TO RACISM

No people of color should feel not safe because of comment, fetishism, micro aggressions or bad behaviors. We have you to reflect on the impact that your discourse can have on the other. Any wrong behavior may led to an exclusion.

5. NO TO LGBTQ+PHOBIE

No LGBTQ+ person should not feel safe because of homophobia, transphobia or fetishism. We have you to reflect on the impact that your discourse can have on the other. Any wrong behavior may led to an exclusion.

6. SAFE SPACE

To ensure the well-being of the others, **we ask you not to go into space space if you are not concerned.** Any wrong behavior may led to an exclusion.

Image 2: Example of good behavior chart

COMMUNICATION

Missions Publiques and All Digital have designed a entire tool kit to help partners in their communication activities around EQUALS-EU event. You can find it in the annexes (The Kit you need).

CONCLUSION

EQUALS-EU builds on the belief that the gap between "men" and "women" working in technology isn't just unjustifiable in societal terms, but also unfair regarding today's women skills and participation in the workforce. Because our lives are increasingly shaped by technology, it is key that – products and services are being developed based only on the perspectives of men but designed and developed taking into consideration the perceptions and needs of everyone in our contemporary diverse societies. Women make up half of consumers and technology companies need to reflect this in their workforce, and when designing new products.

In the first year of the project, WP2 partners have jointly set up their working methods, agreed on basic templates for their events – hackathon or innovation camp – the theme of their event as well as the date. Essential materials to help all partners identify, recruit participants, train facilitators, choose between different methods and formats were produced, shared and discussed within the group. As the sanitary situation deteriorates, some partners might have to adapt the timeframe and the format of their event accordingly and all WP2 partners are committed to both empower and keep participants safe. For this reason, only a few partners have already consolidated their event agenda (in annex). In year 2, all 24 events will take place.

ANNEXES

WP2 MEETING'S SCHEDULE

Months	Type of meetings	Deadlines
April 2021	Launching of the WP2	
May 2021	Workshop : Defining what is a hackathon and an innovation camp (Led by Dominic O. Norton and Imen Ghedhoui)	
June 2021	Workshop on the scale of the events and defining inclusion and safe space in partners events	Defining if partners are doing a big-scale event or no Defining if partners are doing a non-mixed or a mixed event
July 2021	Workshop on funds and partners	Finding partners
August 2021	Bilateral meetings only	Finding partners
September 2021	General meeting on progresses, partnerships and setting deadlines for the end of the year Workshop on criteria of recruitment for judges, experts and teams and agendas Bilateral meetings	Replying to the evaluation form on progress Partners, experts and judges contacted
October 2021	Bilateral meetings	Settling the budget Settling the first partners, experts and judgest Settling the agendas
November 2021	General meeting on deadlines and supporting the partners Workshop on communication Bilateral meetings	
December 2021	Workshop on evaluation grid Bilateral meetings	Settling the venue Deliverable 2.1 sent

January 2022	General meeting on progresses and deliverable 2.2	If late, everything should be settled or begun by that time for the events happening between February and March 2022
	Bilateral meetings	
February 2022	Workshop on communication during the event	If late, everything should be settled or begun by that time for the events happening between March and April 2022
	Workshop on dos and donts on the D-Days	
	Bilateral meetings	
March 2022	Multilateral meeting of preparation for the April events	If late, everything should be settled or begun by that time for the events happening between April and May 2022
	Bilateral meetings	
		First results sent
April 2022	Multilateral meeting of preparation for May events	If late, everything should be settled or begun by that time for the events happening between May 2022
	Bilateral meetings	
		Partners sending their results
May 2022	General meeting on deliverable 2.2	Last partners sending their results
	Bilateral meetings	
June 2022	General meeting on deliverable 2.2 and deliverable 2.3	Deliverable 2.2 sent
July 2022	No meeting	
August 2022	No meeting	
September 2022	General meeting on deliverable 2.3	MP write deliverable 2.3
October 2022	No meeting	
November 2022	General meeting of presentation of the final deliverable written by MP	
December 2022	General meeting of evaluation of the coordination by the partners	Deliverable 2.3 sent

Table 7: Schedule of meetings and deadlines

SUPPORT GROUPS

Missions Publiques' has implemented specific support groups to adapt our support to partners' needs as much as possible.

	Partners
Group 1 – Light support *1 meeting every 6 weeks*	GUDC x OsloMet AllDigital UH Blitab Intersection x SSST Intersection x NIB MS Intersection x PRONA Intersection x FEIT UKIM Intersection ITU x BDS Lab Missions Publiques
Group 2 – Moderate support *1 meeting per month*	GSMA SPIDER IHEID UVEG x FEUGA KMOP
Group 3 – Heavy support *1 meeting every 3 weeks*	Havelsan KhNUIA UHC IES LAS

Table 8: Repartition of support groups

Due to contract issues, ITU has not find yet three of their partners for the four hackathons and innovation camps they have to organize.

THE KIT YOU NEED

The Kit is entirely downloadable from Basecamp with all materials available in both PPT or Illustrator format.

A dedicated toolkit was made by WP2 leaders to provide partners with all they need in terms of recruitment and communications around their events. The toolkit was accompanied by a two-hour long workshop to get them ready for launching their communication campaigns on the 24th of November 2021. A few partners invited their communication managers and social media managers along to gather the tips for good implementation.

Download the full kit on Basecamp here

STARTING OFF WITH THE RIGHT MINDSET

This toolkit gives partners the tools they need to recruit the right people at the right time but also everything they need to communicate to their different audiences before, during and after your event: partners, NGOs, women and non-binary people and your members of the jury, experts, and local partners.

The Equals EU hackathons and innovation camps are a collective space to imagine together intersectional feminist tech solutions. The Equals EU hackathons and camps challenge the "tech bros" culture and invite everyone to hack and/or to co-create together against the systemic inequalities and oppressions of all kinds.

To this end, the Equals hackathons and innovation camps are for everyone, no matter gender, age, profession, educational level, race or ability. Your recruitment and communication campaigns must abide by these values.

Accommodating women, LGBTQ+, non-binary people and people with different abilities' bodies has been on the rise for the last couple of years. Partners need to organize an EQUALS EU hackathon that is inclusive and whose participants are groups and communities who are used to being marginalized. Get it right: partners' communication campaigns will be successful if the vast majority of people are not white cis men and if you're reaching out to female, transgender, non-binary women. This is the right mindset to start-off your communications with.

THE MESSAGES THAT MUST BE IN ALL COMMUNICATION CAMPAIGNS

Motto: Hack/Co-Create for gender equity

Short catchy presentation: Off the shelf event to encourage courageous conversation and co-creation of ideas to create more diversity and inclusion in tech. No coding required.

4 goals: 1. Challenge the world of today 2. Understand and learn new technical, entrepreneurial and social skills 3. Build and knit a community together 4. Enhance your awareness about gender inequalities in tech

Date + Time

Logos: download all logos here (you might have to add partners' logos also)

What is in it for them (prize, free lunch, end-of-the-day cocktail/drinks etc). It's not all about technical development, our events are also the opportunity for having a little bit of fun and meeting new people.

The 24 winning teams of the Equals EU hackathons will receive the opportunity to further develop their work into a startup through mentoring and training. Always remind participants of this!

Equals-Eu.Org

Hashtag #EqualsEuHackathons or #EqualsEuInnovationCamps (partners are invited to use the most appropriate for their event)

THE MEDIA FEATURES TO DOWNLOAD AND USE TO RECRUIT PARTICIPANTS AND SHOWCASE THE EVENTS

Email invitations cards, website banners, Facebook cover banners, poster templates… Partners can download all available templates via PowerPoint folder directly available on the Toolkit or via Illustrator if they have in-house graphic designers.

PROMOTION

INVITING JOURNALISTS TO COME TO THE EVENT

Partners are aware they can invite members of the press to their events to interview participants and cover the event. We have suggested sending out a press release to journalists 3 weeks prior to each event, followed by a reminder a few days before.

The toolkit provides partners with a drafted press release to adapt to each situation.

INVITING SPEAKERS AND/OR AMBASSADORS TO ECHO THE EVENT

People aren't interested in events, speeches and brands, they want stories and relations. We have urged partners to reach out to female experts to get their insight in line with the Equals Eu narrative. Their interviews can be in written format or filmed. You can ask them questions such as: Why did you decide to come to this hackathon? Why do you think this initiative is so important in such a context?

Sharing their interview on social media with the specific hashtag will increase reach while these ambassadors will then share the interview among their own networks.

If participants have a great experience and they will hence share positive feedback to their network around Equals Eu and all partners. This will generate awareness of the EQUALS EU brand to those who are not attending the event.

UPDATING YOUR WEBSITE WITH A REGISTRATION LINK AND PROMOTING THE HACKATHON PAGE

Partners are invited to embed the campaign onto their website, Missions Publiques showed them an example of what kind of page we will have to promote the event and engage participants: https://missionspubliques.org/equals-eu-le-hackathon-pour-legalite-des-genres-arrive-a-paris/You can use Curator.io to also embed the hashtag campaign on your website. You can embed it on...

- Your home page

- A separate dedicated page

- A blog post announcement about the campaign

- Your side bar

USING THE RIGHT HASHTAG

#EqualsEuHackathons - #EqualsEuInnovationCamps

By using a hashtag campaign, partners will increase reach and participation. While hashtags are used on Twitter as well, Instagram is widely regarded as the best platform for running a social media campaign because of the high utilization of hashtags by brands and users.

Partners can encourage Instagram/Twitter/LinkedIn influencers to use #EqualsEuHackthons hashtag to give the campaign an initial boost when they launch it. Live tweeting is engaging on Twitter during events by sending a series of tweets on various aspects of the event as it unfolds. This is likely to include sending out tweets about events, replying to tweets from attendees and retweeting relevant tweets.

Shoot videos and post them with the dedicated hashtag and tagging @Equals_Eu will also help promote the whole Equals Eu framework, as well as their actual events.

DISSEMINATION

PUTTING TOGETHER A FINAL REPORT

Putting together a final report and publicizing it on partners internet site, their social media, their newsletters or even during webinars and public events is a good way to get stakeholders aware of what has been achieved here. WP 2 leaders will put together a template for report writing for partners.

PROMOTING THE RESULTS AND OUTCOMES

Our communications workshop emphasized on the importance of building a good strategy for outreach and impact after the event has been held. By sending out another press release highlighting the results and outcome of the events, journalists will be able to report with photos, with key results, names of winners and the explanation of the winning solutions. These stories are often of interest to journalists, more so event than being invited to the event to cover it. Communicating to attendees after the event can also provide invaluable feedback for future marketing events as you understand more about the pain points and needs of your audiences. Each of those attendees is a digital voice that will echo your results and brand online, use it!

EXAMPLE OF APPLICATION FORM (ON YOUR WEBSITE)

Application to participate in the [name of you event] hackathon / innovation camp

Our [name of your event] hackathon / innovation camp will take place on the [date] at [place]. This event is part of the Equals EU project which aims to find solutions to make the tech and digital field more inclusive, especially for women.

Please tell us about your interest and availability to participate in our event. Before applying, please take some time to understand the project by reviewing the call   for participation at [insert link of your event]. We are seeking for a diverse group of people to participate in a process that will generate code, docs, examples, tests and demos. Only women or transgender people can lead a team. Each will have:

- A person with a background in tech / digital
- A person with a background in business
- A person with a background in gender studies or related to gender
- A person with a background in other fields of human or political sciences

* Required

Your Name *

Pronouns *

Background *

Email Address *

Availability *

Our event use a team-based process with a beginning, middle and end. Effectiveness of the team depends on member being present during the whole process

I plan to attend all x days of the event

I might not be able to attend all x days of the event
I'm not able to attend all x days of the event

Open Source Licensing *
All code and documentation produced at the hackathon is to be made immediately available under an OSI-approved open-source license or a Creative Commons license. Would this pose any difficulty for your participation?

- I agree with open source licensing of all products

- Other : ……………………………………………………

Hackathon ideas and personal goals *

The hackathon is a participant-drive event, dependent on your ideas and goals. Please describe what motivates you to participate in the hackathon. Briefly describe a project to leverage Equals EU project that would interest you and explain very briefly the role you might play in that project.

Knowledge, skills and experience *

Please describe concisely the knowledge, skills and experiences that prepare you to participate successfully in the planned hackathon. Use general statements to show the big picture, and also provide concrete examples (e.g., code or docs written, analyses performed, papers published). Please allow us a chance to see you skills and knowledge by citing outcomes that we can verify (e.g., via citation, URL).

Disability

To ensure that you have the best conditions of work as possible, we would like to know if you could indicate any disability:

- I have a disability :

- No

- I don't want to answer

Equipment
Are you well equipped for our event (stable internet correction, computer and furnitures)?

- I'm equipped

- I lack something: ……………………………………………………

- I don't want to answer

SUBMIT

PHOTO RELEASE FORM

This project is funded
by the European Union
[Logo of your institution]

Welcome to the [name of your hackathon], do you allow us to take your picture? If so, we invite you to fill out and sign this form.

PHOTO RELEASE FORM

I hereby grant permission to [your institution] and the company's partners to use photographs and/or video of me taken on (date) at (location) in publications, news releases, online, and in other communications related to the mission of (your library or institution's name).
[Your institution] and its partners may use, publish, reproduce, adapt or modify it, alone or in combination with other materials, by any means, methods or techniques currently known or to come.
This authorization is valid for a use:
* For a period of: 10 years,
* On the territories: world, all countries,
* On all tangible and intangible media, in all formats known or unknown to date, and in particular, without this list being exhaustive: paper media (prints of photographs), catalogs and various editions, CDROM / DVDROM and other digital media known and unknown to date, all audiovisual media, in particular cinema, TV and by all means inherent to this mode of communication, the Internet (including Intranet, Extranet, Blogs, social networks), all reception vectors (smartphones, tablets, etc.).), press media (television commercials, cinema commercials), internal communication media, promotional media (POS, ILV, display campaigns in all places, all sizes and on all media (urban, airports, train stations, public transport, etc.), sales media (merchandising products: postcards, posters, T-shirts, etc.), right of integration in another work/multimedia work.
I guarantee not to be bound by any agreement with a third party of any nature whatsoever, having the object or effect of limiting or preventing the implementation of this authorization.
The present authorization to use my image right is granted free of charge.

Name
Address

Email Address (optional)

Thank you!

Signature:

EXAMPLE OF AGENDAS DRAFTED BY OUR PARTNERS

BLITAB – 23ND TO 25TH OF FEBRUARY 2022 (HACKATHON)

AGENDA

23 Feb 2022 / Wednesday

Time (CET)   Activity

9:15-9:30   *Opening and Welcome Words*

9:30-9:45   Welcome remarks by Hosts (EQUALS and BLITAB)

- Kristina Tsvetanova – founder and CEO / BLITAB
- *George Anthony Giannoumis / EQUALS*

9:45-10:00   Overview of Hackathon Objectives and Code of Conduct

- *George Anthony Giannoumis / EQUALS*

10:00-11:00 Team Building and Team Formation (x 6 teams of 4 members each)

11:00-11:15 *Coffee Break*

11:15-12:00 Keynote Speaker 1

ICT Accessibility and social impact driven solutions for women with disabilities

- [Name of the expert and occupation]
- [Name of the expert and occupation]

12:00-13:00 Lunch

13:00-14:30 *Prototype Work/Speed Dating with Experts*

- Facilitators
    - o   [Name of facilitator]
    - o   [Name of facilitator]
- Experts:
    - o   [Name of the expert and occupation]
    - o   [Name of the expert and occupation]

14:30-14:45 *Coffee Break*

14:45-15:00 *Closing Remarks*

- Kristina Tsvetanova – founder and CEO / BLIT

24 February 2022 / Thursday

Time (GMT) Activity

9:30 -15:00   Prototype Work in Teams / no strict agenda/

Provided Zoom Breakout rooms for work

25 February 2022 / Friday

Time (GMT) Activity

9:15-9:30   *Opening Day 3 and Welcome Words*

9:30-9:45   Remarks by Hosts (EQUALS and BLITAB)

- Kristina Tsvetanova – founder and CEO / BLITAB
- *George Anthony Giannoumis / EQUALS*

9:45-10:00   Keynote Speaker 2

10:00-10:15 Jury members and criteria introduction

10:15-11:45 Pitches (10 min each and 5min Q/A by the Jury)

12:00-12:30 Deliberation by the Jury

12:00-12:30 Keynote Speaker 3

12:30 – 13:30 Lunch Break

13:30-14:00 Announcement of Winning Team/ Award Ceremony

- [Jury x Main moderation]

(Trophy/Prize)

MP – 5TH OF MARCH TO THE 8TH OF MARCH 2022 (HACKATHON)

AGENDA

5th of March 2022 [on site]

Time (GMT) Activity

9:00-9:30   *Registration, Breakfast and Networking (Energizer)*

9:30-9:45   Welcome remarks by Hosts (Your institution and partners)

- WILLA (if they welcome us)
- Missions Publiques (MAE & MT)

9:45-10:00   Overview of Hackathon Objectives and Code of Conduct

- Missions Publiques (MAE & MT)

10:00-11:00 Team Building and Team Formation (x 10 teams of 4 members each) 1 people in business, 1 in tech, 1 in gender related topics, 1 other

- *Game of "senders & rapporteurs" around 3 questions (and each time the table changes)*
- *What is the first thing that come to your mind when you think about decision-making and governance?*
- *What makes it difficult for women and gender minorities persons to access decision making places?*
- *How technology could help women and gender minorities persons to have a better access to decision making places?*

11:00-11:15 *Coffee Break*

11:15-12:30 Conversation with Experts

[Topics of conversation]

- [Elodie Freitag (she/her), Head of People and Culture at Ulysse, ex Head of the customer service]
- [Yuna Dumortier (she/her), developer]
- [xxxx]
- [xxxx]

12:30-13:30 Lunch

13:30-15:30 *Prototype Work/Speed Dating with Experts*

- Facilitators
  - o [Maria Tazi]
  - o [Marie Adèle Elebe]
  - o [xxxxx]
  - o [xxxxx]

- Experts:
  - o [Elodie Freitag (she/her), Head of People and Culture at Ulysse, ex Head of the customer service]
  - o [Yuna Dumortier (she/her), developer]
  - o [xxxx]
  - o [xxxx]

15:30-15:45 *Coffee Break*

15:45-17:45 *Prototype Work/Speed Dating with Experts*

- Facilitators
  - o [Maria Tazi]
  - o [Marie Adèle Elebe]
  - o [xxxxx]
  - o [xxxxx]
- Experts:
  - o [Elodie Freitag (she/her), Head of People and Culture at Ulysse, ex Head of the customer service]
  - o [Yuna Dumortier (she/her), developer]
  - o [xxxx]
  - o [xxxx]

17:45-18:00 *Closing Remarks*

- [Missions Publiques – MT & MAE]

6ᵗʰ of March 2022 [online]

Time (GMT) Activity

9:00-9:15: Word of introduction [MT/MAE]

9:15-18:00 : Prototype Work in Teams

- Support
    o [Maria Tazi]
    o [Marie Adèle Elebe]

7ᵗʰ of March 2022 [online]

Time (GMT) Activity

9:00-9:15: Word of introduction [MT/MAE]

9:15-18:00 : Prototype Work in Teams

- Support
    o [Maria Tazi]
    o [Marie Adèle Elebe]

8ᵗʰ of March (Online/On site)

Time (GMT) Activity

9:00-17:00: EQUALS EU Team Pitches (20min) - Q/A by the Jury (10min) - Deliberation by the Jury (10 min)

18:00: Announcement of Winning Team / Award Ceremony

[Jury x Main moderation]

Trophy / Prize :

- *1ˢᵗ : 40€ gift cards from Ulysse x 4*
- *2ⁿᵈ : Subscription to Causette x 4*
- *3ʳᵈ : Chocolates x 4*
- *Equals Certificates for all*

SPIDER – 30TH OF MARCH 2022 TO 31TH OF MARCH 2022 (HACKATHON)

Challenge: SAFER CITIES FOR WOMEN AND GIRLS

Location	DSV NOD, STOCKHOLM UNIVERSITY
Date	MARCH 30-31, 20222
Time	24 HOURS
Participants	COMPUTER SCIENCE STUDENTS

Agenda Items

DAY 1 OF HACKATHON   **MARCH, 30, 2021**

Time	Description	Presenter
09:00 – 10:00	REGISTRATION OPENS, BROWN BAG BREAKFAST	FACILITATOR
10:00 – 10:10	WELCOME – THANK YOU FOR MAKING THE TIME TO PARTICIPATE	FACILITATOR
10:10 – 10:15	HOUSE KEEPING, (WIFI PASSWORD, FIRE EXITS, HEALTH BREAKS, FOOD ETC)	FACILITATOR
10:15 – 11:00	REMINDER OF THE CHALLENGE, HOW TO GET HELP SHOULD IT BE NEEDED,	FACILITATOR
11:00 –	START HACKING ☺	FACILITATOR
12:30 – 1:30	LUNCH IS PROVIDED	
14:00 -	JUDGES/AUDIENCE FEEDBACK SESSION	
18:00 -	PROGRESS REPORTS: TEAMS GIVE A SUMMARY OF THEIR DAY	FACILITATOR
19:00 -	VENUE CLOSES FOR THE DAY, REVIEW OF THE NEXT DAY'S AGENDA	FACILITATOR

DAY 2 OF HACKATHON   **MARCH, 31, 2021**

Time	Description	Presenter
08:00 – 09:00	REGISTRATION OPENS FOR DAY 2, BROWN BAG BREAKFAST	FACILITATOR
09:00 –	CONTINUE HACKING	FACILITATOR
12:00	REGISTER YOUR TIME FOR YOUR PITCH	FACILITATOR
12:30 – 1:30	LUNCH	FACILITATOR
1:30	CONTINUE HACKING ☺	FACILITATOR
	AFTERNOON FIKA PROVIDED	

15:30 -	HACKING ENDS	
16:00 -	PITCHING SESSIONS (5MINS PER GROUP, incl. Q&A)	FACILITATOR
17:00 -	JUDGING COMMENCES, WHILE PARTICIPANTS ENJOY DRINKS AND SNACKS	FACILITATOR
17:30 -	CHALLENGE WINNERS ANNOUNCED	
18:00 -	CLOSING AND A VOTE OF THANKS – PARTICIPANTS, JUDGES AND AUDIENCE CONTINUE ENJOYING DRINKS AND SNACKS	SPIDER

HAVELSAN – 15TH OF APRIL 2022 TO THE 18TH OF APRIL 2022 (INNOVATION CAMP)

Seminar & Panel (Onsite) - Date: 15.04.2022

09:00 - 9:20 - opening presenter (opening with marie or anthony)

09:20 - 10:00 - keynote speech from a female leader in HAVELSAN

10:00 - 10:15 - coffee break

10:15 - 11:45 - panel with 6-5 female tech. leaders work in defense companies

11:45 - 12:30 - Q&A

12:30 - 13:30 - break

13:30 - 15:30 - 3 female co-founders who built defense start-up who are going to tell their journey

Innovation Camp (Online) - Date: 16.04.2022

9:00 - 9:30: Opening of the event, reminders of the rules and the event concept, introduction of mentors

9:30 - Teams start working

10:30 - 11:30 Ideation Training

14:00 - 15:00: Mentoring sessions

17:00 - Closeout for teams and submission of materials (presentations, videos etc)

Award Ceremony - Date: 18.04.2022 or 22.04.2022 (depending on the evaluation system)

17 :00 to 18:00 : Award ceremony and announcement of winners

KHNUIA - 16TH OF APRIL 2022 (INNOVATION CAMP)

7:00 – 8:30: Welcoming, reminding concept of the event, concept of the project. Signing all necessary documents. Team building session

8:30-9:30: expert -session "Gender. Zero point"

9:30-10:00: Breakfast

10:00-10:30: Choosing team

-------------- Experts in free access – speed dating process --------------

10:30 – 11:30: expert -session "Gender in Cyber Security"

11:30 – 12:30 Work per team

12:30- 13:30: Lunch

13:30 – 14.30 expert - session "Gender in Science"

14:30 – 17:30: Work per team – coffee break in free access

17:30 –19:00: Pitching to the jury

19:00 –19:20: Award ceremony

19:20: - Gala – Dinner

IHEID - 28TH OF MAY TO 30TH OF MAY 2022 (INNOVATION CAMP)

AGENDA

28.04.12

Location: ITU

Time (CET)

4.30 – 5.00

Guests allowed to arrive / Juices provided / Badges (or, handed out prior?)

5-6

Opening Remarks / Talk

Focus on gender digital divide, the EQUALS-EU project, generating excitement about the summer schools and incubators, etc.

6-7

Aperol (Juices / Canapés) / Icebreaker Session 1

Idea for icebreaker: Privilege walk

29.04.12

Location: UN Library (from 9am – 5pm), Impact Hub, Geneva

2022 ITU International Girls in ICT Day

9-10

Introduction / Icebreaker Session 2

10-12

International Law and Policy Refresher

Expert: Paola Gaeta, Queer Law

*Drawing on curriculum planned earlier. Focus on interactive dimension, personal stories highlighted: point here is to engage and **inspire** participants, reminding of the real-world impact of their problem-solving actions*

12-1

Part 1. A Practical Workshop on Innovation and Business.

Expert: Elaine France

Hands on workshop introducing key frameworks for innovation camp that teams should follow. Here, they will already start to brainstorm the specific problems they wish to focus on.

1-2

Lunch

2-3

Part 2. A Practical Workshop on Innovation and Business.

Expert: Elaine France

Hands on workshop introducing key frameworks for innovation camp that teams should follow. Here, they will already start to brainstorm the specific problems they wish to focus on.

3-4.45

Teamwork

Participants will have time to iterate on problems and solutions on their own, and to start building up their product

4.45-5.30

Teamwork, cont. However, now, participants offered expert "Speed Date"/ "Round Robin"

Participants can speed date experts in international law/policy, and feminism for quick feedback on their ideas and for clarifications

5.30-6

Team Exercise and Wrap-up at the UN Library

A team exercise, participants back up their work, etc. (will be transported to Impact Hub while they eat)

6-7.30

Dinner & Speech at Impact Hub

7.00-10

Pitch-Up

Participants suggested until 8.30 to prepare and finalise pitches, however, are offered Impact Hub space and resources until 10

30.04.12

Impact Hub, Geneva, or Ivan Pictet Auditorium, MDP, IHEID

9.00-10

Breakfast and Final Workshopping

Participants can choose when to arrive and, if needed, rehearse their pitches

10-10.30

Breakfast and Final Workshopping, cont.

10.30 - 11

Keynote Speech

All participants required on site by 10.15. Honouring all those involved, no matter outcome

11-12

Pitches to the Jury

12-1.30

Lunch

Also will have stations where participants can network, engage in focus groups, and similar engaging stations

1.30 - 2.30

Prize-giving Ceremony

Keynote speech, winners announced

2.30 - 3.30

Wrap Up

GENERAL INFORMATION

Contact Details in Case of an Emergency:

Carolina Earle, Research Assistant, IHEID, Geneva, Switzerland

Email: carolina.earle@graduateinstitute.ch

WhatsApp Number: +44 74158 867171

UHC - 22ND OF APRIL TO 23RD OF APRIL 2022 (HACKATHON)

AGENDA- Day one

Friday, 22. April. 2022

Time (CET)   Activity

9:45-10:00   Online log in, technical set up

10:00-11:00 Welcome remarks by Hosts (Your institution and partners)

- Event opening (UHC, UoC gateway, ETH health alumni)
- ICT in women's health introduction

11:00-11:15 Tea Break

11:15-12:30 Pre-action

- *Overview of Hackathon Objectives and Code of Conduct*
- *Rules and regulations*
- *Team building (4-8 teams with 4 members at least per team)*

12:30-14:00 Lunch Break

14:00-16:00 Prototype Work/Speed Dating with Experts

- Facilitators: Dr Marco Masio
- Experts:
    o Prof Dr Elke kalbe, (Academic Development and Gender equality, UHC)
    o Dr Evelyn Plamper (Health Care Management, Health Policy and Health Promotion, Community Health and Health Profession Education,UHC)
    o Prof. Dr Mexhid Ferati (Interaction Design Program Manager, Informatics Department, Linnaeus University)
    o Dr Fei Tian (Principal, Yabeo, Germany)

16:00   *Closing Remarks of the day*

- Dr Marco Masio

AGENDA- Day two

Saturday, 23 April (Virtual)

Time (CET)   Activity

9:45-10:00   Online log in, technical set up

10:00-11:00   *Prototype Work*

11:00-11:15   Tea break

11:15-12:30   End of the progamming

12:30-14:00   Lunch break

14:00-15:30   10 min/Project presentation

15:30-15:45   Tea break

15:45- 16:30   5 min/ project /Jury

16:30-17:00 Announcement of Winning Team/ Award Ceremony

- [Jury x Main moderation]

(Trophy/Prize)

17:00   Event closing remarks

GENERAL INFORMATION

Venue (Virtual Platform)

Contact Details in Case of an Emergency:

Yue Zhao, University Hospital of Cologne

Email: yue.zhao@uk-koeln.de

WhatsApp Number: +4917696846233

GSMA – 6TH OF MAY TO 10TH OF MAY 2022 (HACKATHON)

AGENDA

7th of May

Time (GMT)   Activity

9:00-9:30   *Registration, Breakfast and Networking (Energizer)*

9:30-9:45   *Welcome remarks by Hosts (GSMA and Partners)*

- Mats Granryd, Director General, GSMA
- Orange Representative (tbc)

9:45-10:00   *Overview of Hackathon Objectives and Code of Conduct*

- Tamara Dancheva, International Relations Manager, GSMA; GSMA Focal Point for EQUALS EU Project

10:00-11:00 *Conversation with GSMA Experts*

"Accelerating Digital and Financial Inclusion for Women: Perspectives from Among the Mobile Industry"

- Claire Sibthorpe, Head of Connected Women and Connected Society, GSMA
- TBC

11:00-11:15 *Coffee Break*

11:15-12:30 *Team Building and Team Formation (x 4 teams of 4 members each) 4 people in business, 4 in tech, 4 in gender related topics, 4 other*

12:30-13:30 *Lunch*

13:30-15:30 *Prototype Work/Speed Dating with Experts*

- Facilitators
  - o Tamara Dancheva, International Relations Manager, GSMA; GSMA Focal Point for EQUALS EU Project (Facilitator)
  - o Pippa McDougall, Senior Advocacy Manager, Connected Women, GSMA;
- Experts:
  - o Saad Farooq, Senior Advocacy Manager, Mobile Money, GSMA
  - o TBC

15:30-15:45 *Coffee Break*

15:45-17:45 *Prototype Work/Speed Dating with Experts*

- Facilitators
  - o Tamara Dancheva, International Relations Manager, GSMA; GSMA Focal Point for EQUALS EU Project (Facilitator)
  - o Pippa McDougall, Senior Advocacy Manager, Connected Women, GSMA;
- Experts:

o TBC

17:45-18:00 *Closing Remarks*

- Tamara Dancheva, International Relations Manager, GSMA; GSMA Focal Point for EQUALS EU Project

7 May 2022

Time (GMT) Activity

9:00-11:00 Prototype Work in Teams

- Facilitators
    - o Tamara Dancheva, International Relations Manager, GSMA; GSMA Focal Point for EQUALS EU Project (Facilitator)
    - o Debra Matos, Academic Content Specialist, GSMA;

11:15-11:30 Coffee Break (Optional)

11:30-13:00 Prototype Work

- Facilitators
    - o Tamara Dancheva, International Relations Manager, GSMA; GSMA Focal Point for EQUALS EU Project (Facilitator)
    - o Debra Matos, Academic Content Specialist, GSMA;

13:00-14:00 Lunch Break

14:00-16:00 Prototype Work

- Facilitators
    - o Tamara Dancheva, International Relations Manager, GSMA; GSMA Focal Point for EQUALS EU Project (Facilitator)
    - o Debra Matos, Academic Content Specialist, GSMA;

16:00-16:15 Coffee Break (Optional)

16:15-17:45 Prototype Work

- Facilitators
    - o Tamara Dancheva, International Relations Manager, GSMA; GSMA Focal Point for EQUALS EU Project (Facilitator)

o   Debra Matos, Academic Content Specialist, GSMA;

17:45-18:00 *Concluding Remarks*

- Tamara Dancheva, International Relations Manager, GSMA; GSMA Focal Point for EQUALS EU Project

Monday, 9 May (Online)

Time (GMT) Activity

9:00-9:30   EQUALS EU Team Pitches

9:30-9:45   Q/A by the Jury

9:45-10:00   Deliberation by the Jury

Tuesday, 10 May (In Person)

Time (GMT) Activity

10:00-10:30 Announcement of Winning Team/ Award Ceremony

- Mats Granryd, Director General, GSMA
- Orange Representative (tbc)

(Trophy/Certificates signed by GSMA DG and EQUALS EU; Access to WP3 and WP4 Benefits and Small Prizes (such as Subscriptions and Books) for Winning Team; Small Prizes for the other teams (GSMA and Partner Goodies)

UVEG X FEUGA – 28TH OF APRIL 2022 (INNOVATION CAMP)

Morning (9:00 - 11:00)			Coffee break (11-11:30)	Afternoon (11:30-13:00)	Lunch (13 a 14:30)	Evening (14:30 a 15:30)	Coffee break (15:30-16:00)	Evening (16:00 a 17:00)
Welcoming participants 9-9:15	Expert presentation 9:15-10:15	Forming teams and activity explanation 10:15-11:00		Teams working in proposals		Pitching to the jury (1st batch)		Pitching to the jury (2nd batch)

KMOP – FROM THE 3RD OF MAY TO THE 5TH OF MAY 2022 (HACKATHON)

AGENDA

3rd of May 2022

Time (GMT) Activity

9:00-9:30   *Registration, Breakfast and Networking (Energizer)*

9:30-9:45   *Welcome remarks by Hosts (Your institution and partners)*

- xxxx
- xxxxx

9:45-10:00   *Overview of Hackathon Objectives and Code of Conduct*

- xxxxxxx

10:00-11:00 *Team Building and Team Formation (x 4 teams of 4 members each) 4 people in business, 4 in tech, 4 in gender related topics, 4 other*

11:00-11:15 *Coffee Break*

11:15-12:30 *Conversation with Experts*

[Topics of conversation]

- [Name of the expert and occupation]
- [Name of the expert and occupation]

12:30-13:30 *Lunch*

13:30-15:30 *Prototype Work/Speed Dating with Experts*

- Facilitators
    o [Name of facilitator]
    o [Name of facilitator]
- Experts:
    o [Name of the expert and occupation]
    o [Name of the expert and occupation]

15:30-15:45 *Coffee Break*

15:45-17:45 *Prototype Work/Speed Dating with Experts*

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]
- Experts:
    - o [Name of the expert and occupation]
    - o [Name of the expert and occupation]

17:45-18:00 *Closing Remarks*

- [Name of main moderation]

4th of May 2022

Time (GMT) Activity

9:00-11:00 Prototype Work in Teams

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

11:15-11:30 Coffee Break (Optional)

11:30-13:00 Prototype Work

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

13:00-14:00 Lunch Break

14:00-16:00 Prototype Work

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

16:00-16:15 Coffee Break (Optional)

16:15-17:45 Prototype Work

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

17:45-18:00 *Concluding Remarks*

- [Main moderation]

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5th of May 2022

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Time (GMT) Activity

10:00-10:30 Announcement of Winning Team/ Award Ceremony

- [Jury x Main moderation]

(Trophy/Prize)

UH – 12TH OF MAY 2022 (HACKATHON)

Prior to the event, once registration is concluded and the teams are confirmed, we will send a link to a shared google drive with background about the health challenge and the hackathon guidelines and objectives. We will ask teams to set a time for a virtual meeting to introduce themselves, identity areas of complementary and shared expertise, and begin to explore ideas. In this way the teams will be ready to begin working on the day of the hackathon, although we can't guarantee they will do the preparation.

Time	Activity
09:00 – 09:15	Welcome and introduction of experts, jury, facilitator, etc. (names and role so that participants know who's who)
09:15 – 10:00	Introduction by Nehama (Haifa), Ofir (IDC) and Marco (facilitator). Speaker from Health Ministry/clinic: Describing the health challenge for gender equity and providing data to support the justification (proposed topic – designing a digital intervention to address disparities in diabetes prevalence among women in the Arab sector – TBD)
10:00 – 10:45	Break into teams + a short bonding activity
10:45 – 11:00	Coffee break
11:00 – 12:30	Team work with supervision by facilitators and experts. Objective: Identify the problem they want to solve, brainstorm ideas to find the solution and target audience.
12:30 – 13:00	Lunch
13:00 – 14:30	Team work with supervision by facilitators and experts. Objective: Choose the most promising technological solution based on the quality/validity of the business model and begin working on the business model.
14:30 – 15:00	Coffee break and team check in with facilitators
15:00 – 18:00	Teamwork: Objective: Develop the business model associated with the idea. Prepare the pitch
18:00	Pitches by each team
19:30 – 20:30	Feedback from the jury and winner/s

20:30 – 10:30	Drinks and dinner (buffet)

IES LAS – 13TH OF MAY 2022 (INNOVATION CAMP)

INNOVATION CAMP

GENDER-INCLUSIVE SOCIAL ENTREPRENEURSHIP

Venue: Latvian Academy of Sciences

The Institute of Economics of the Latvian Academy of Sciences invites you to participate in the one-day innovation camp "Gender-inclusive Social Entrepreneurship", to be held on May 13, 2022, at the Latvian Academy of Sciences. The aim of this Innovation Camp - to brainstorm and create new gender-inclusive social policies, business processes, products, and services to solve complex challenges - interdisciplinary teams will work on effective solutions to create a more gender-inclusive social entrepreneurship ecosystem in Latvia.

AGENDA | Friday, May 13

9:30 - 10:00	**ARRIVAL AND REGISTRATION, MORNING COFFEE** **Venue: Portrait Hall of the Latvian Academy of Sciences**
10:00 – 10:15	OPENING CEREMONY OF THE INNOVATION CAMP Moderator: Dr. NINA LINDE, Director of the Institute of Economics of the Latvian Academy of Sciences
10:15 – 11:15	DISCUSSION | LATVIAN SOCIAL ENTREPRENEURSHIP ECOSYSTEM AND GENDER INCLUSIVITY A discussion between the moderator, experts, and jury on topicalities and news of the Latvian social entrepreneurship environment, Latvia's progress on gender equality issues and general potential solutions to problem aspects. Moderator: Dr. JELENA TITKO, Professor at the EKA University of Applied Sciences, researcher of the Institute of Economics of the Latvian Academy of Sciences.
11:15 – 12:00	FORMATION OF TEAMS | BONDING ACTIVITY Experts: 1. Veronika Bikše, 2. Mairita Zitmane 3.?
12:00 – 13:00	LUNCH BREAK
13:00 – 15:30	TEAM ACTIVITY 2 | BRAINSTORMING & CREATION OF INNOVATIVE GENDER-INCLUSIVE SOCIAL SOLUTIONS Teams work on their individual gender-inclusive social entrepreneurship solutions. Judges and experts monitor the work and progress of teams.
15:30 – 16:00	COFFEE BREAK
16:00 – 17:45	PITCHING OF TEAM IDEAS | DISCUSSION The individual teams pitch their solutions to the panel of judges and receive feedback.
17:45 – 18:00	SUMMARY of activities and results

VENUE OF THE FORUM: Latvian Academy of Sciences, the Portrait hall on the 3rd floor, Akadēmijas laukums 1, Riga

WORKING LANGUAGE: Latvian

NUMBER OF PARTICIPANTS: 40

TARGET AUDIENCE: Students, youth entrepreneurs.

! To participate in the event in person, you must present a valid EU COVID-19 digital vaccination certificate or the results of a COVID-19 test performed no later than 48 hours before the event.

GUDC-EU X OSLOMET - 23RD OF MAY 2022 (INNOVATION CAMP)

Time	What
09:45	Participants are placed in their teams
10:00 – 10:30	Short get-to-know each other activities
10:30 – 10:55	Introduction from the facilitator, user presentation – why is UD of importance and maybe one of the experts can present (Presenting the case
10:55 – 16:00	Teams work on developing solutions – using one of the proposed methodologies – find and establish the problem first then work on solving them Experts will join in and be of support for the groups (some time during this time slot)
16:00 – 17:00	Food and presentation – a pitching expert will have a short presentation on presenting technique during food break! – hopefully we can get some food rolling!
17:00 – through the night	We end the day at 18.00 – but the participants can keep it going if they want to (If we manage to find such a location that they can stay the 24 hours)
The next day	
10:00 – 11:00	Pitching session begins
11:00	The judges will take a step back and decide
11:30	Winners are presented

ALL DIGITAL – TO CONFIRM (HACKATHON)

AGENDA

Day 1

Time (GMT) Activity

9:00-9:30 *Registration, Breakfast and Networking (Energizer)*

9:30-9:45 *Welcome remarks by Hosts (Your institution and partners)*

- xxxx
- xxxxx

9:45-10:00 *Overview of Hackathon Objectives and Code of Conduct*

- xxxxxxx

10:00-11:00 Team Building and Team Formation (x 4 teams of 4 members each) 4 people in business, 4 in tech, 4 in gender related topics, 4 other

11:00-11:15 *Coffee Break*

11:15-12:30 Conversation with Experts

[Topics of conversation]

- [Name of the expert and occupation]
- [Name of the expert and occupation]

12:30-13:30 Lunch

13:30-15:30 *Prototype Work/Speed Dating with Experts*

- Facilitators
  - o [Name of facilitator]
  - o [Name of facilitator]
- Experts:
  - o [Name of the expert and occupation]
  - o [Name of the expert and occupation]

15:30-15:45 *Coffee Break*

15:45-17:45 *Prototype Work/Speed Dating with Experts*

- Facilitators

- o [Name of facilitator]
    - o [Name of facilitator]
- Experts:
    - o [Name of the expert and occupation]
    - o [Name of the expert and occupation]

17:45-18:00 *Closing Remarks*

- [Name of main moderation]

Day 2

Time (GMT) Activity

9:00-11:00   Prototype Work in Teams

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

11:15-11:30 Coffee Break (Optional)

11:30-13:00 Prototype Work

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

13:00-14:00 Lunch Break

14:00-16:00 Prototype Work

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

16:00-16:15 Coffee Break (Optional)

16:15-17:45 Prototype Work

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

17:45-18:00 *Concluding Remarks*

- [Main moderation]

Day 3

Time (GMT) Activity

10:00-10:30 Announcement of Winning Team/ Award Ceremony

- [Jury x Main moderation]

(Trophy/Prize)

INTERSECTION – TO CONFIRM (INNOVATION CAMP)

Morning (9:00 - 11:00)			Coffee break (11-11:30)	Afternoon (11:30-13:00)	Lunch (13 a 14:30)	Evening (14:30 a 15:30)	Coffee break (15:30-16:00)	Evening (16:00 a 17:00)
Welcoming participants 9-9:15	Expert presentation 9:15-10:15	Forming teams and activity explanation 10:15-11:00		Teams working in proposals		Pitching to the jury (1st batch)		Pitching to the jury (2nd batch)

INTERSECTION X SARAJEVO SCHOOL OF SCIENCE AND TECHNOLOGY – TO CONFIRM (HACKATHON)

AGENDA

Day 1

Time (GMT) Activity

9:00-9:30 *Registration, Breakfast and Networking (Energizer)*

9:30-9:45 *Welcome remarks by Hosts (Your institution and partners)*

- xxxx
- xxxxx

9:45-10:00   Overview of Hackathon Objectives and Code of Conduct

- xxxxxxx

10:00-11:00   Team Building and Team Formation (x 4 teams of 4 members each) 4 people in business, 4 in tech, 4 in gender related topics, 4 other

11:00-11:15 *Coffee Break*

11:15-12:30 Conversation with Experts

[Topics of conversation]

- [Name of the expert and occupation]
- [Name of the expert and occupation]

12:30-13:30 Lunch

13:30-15:30 *Prototype Work/Speed Dating with Experts*

- Facilitators
  - [Name of facilitator]
  - [Name of facilitator]
- Experts:
  - [Name of the expert and occupation]
  - [Name of the expert and occupation]

15:30-15:45 *Coffee Break*

15:45-17:45 *Prototype Work/Speed Dating with Experts*

- Facilitators
  - [Name of facilitator]
  - [Name of facilitator]
- Experts:
  - [Name of the expert and occupation]
  - [Name of the expert and occupation]

17:45-18:00 *Closing Remarks*

- [Name of main moderation]

Day 2

Time (GMT) Activity

9:00-11:00   Prototype Work in Teams

- Facilitators
    - o   [Name of facilitator]
    - o   [Name of facilitator]

11:15-11:30 Coffee Break (Optional)

11:30-13:00 Prototype Work

- Facilitators
    - o   [Name of facilitator]
    - o   [Name of facilitator]

13:00-14:00 Lunch Break

14:00-16:00 Prototype Work

- Facilitators
    - o   [Name of facilitator]
    - o   [Name of facilitator]

16:00-16:15 Coffee Break (Optional)

16:15-17:45 Prototype Work

- Facilitators
    - o   [Name of facilitator]
    - o   [Name of facilitator]

17:45-18:00 Concluding Remarks

- [Main moderation]

Day 3

Time (GMT) Activity

10:00-10:30 Announcement of Winning Team/ Award Ceremony

- [Jury x Main moderation]

(Trophy/Prize)

INTERSECTION X UNIVERSITY OF RIJEKA FOUNDATION – TO CONFIRM (INNOVATION CAMP)

Morning (9:00 - 11:00)			Coffee break (11-11:30)	Afternoon (11:30-13:00)	Lunch (13 a 14:30)	Evening (14:30 a 15:30)	Coffee break (15:30-16:00)	Evening (16:00 a 17:00)
Welcoming participants 9-9:15	Expert presentation 9:15-10:15	Forming teams and activity explanation 10:15-11:00		Teams working in proposals		Pitching to the jury (1st batch)		Pitching to the jury (2nd batch)

INTERSECTION X PRONA – TO CONFIRM (INNOVATION CAMP)

Morning (9:00 - 11:00)			Coffee break (11-11:30)	Afternoon (11:30-13:00)	Lunch (13 a 14:30)	Evening (14:30 a 15:30)	Coffee break (15:30-16:00)	Evening (16:00 a 17:00)
Welcoming participants 9-9:15	Expert presentation 9:15-10:15	Forming teams and activity explanation 10:15-11:00		Teams working in proposals		Pitching to the jury (1st batch)		Pitching to the jury (2nd batch)

INTERSECTION X NIB MS – TO CONFIRM (HACKATHON)

AGENDA

Day 1

Time (GMT) Activity

9:00-9:30   *Registration, Breakfast and Networking (Energizer)*

9:30-9:45   *Welcome remarks by Hosts (Your institution and partners)*

- xxxx
- xxxxx

9:45-10:00   *Overview of Hackathon Objectives and Code of Conduct*

- xxxxxxx

10:00-11:00 Team Building and Team Formation (x 4 teams of 4 members each) 4 people in business, 4 in tech, 4 in gender related topics, 4 other

11:00-11:15 *Coffee Break*

11:15-12:30 Conversation with Experts

[Topics of conversation]

- [Name of the expert and occupation]
- [Name of the expert and occupation]

12:30-13:30 Lunch

13:30-15:30 *Prototype Work/Speed Dating with Experts*

- Facilitators
    o   [Name of facilitator]
    o   [Name of facilitator]
- Experts:
    o   [Name of the expert and occupation]
    o   [Name of the expert and occupation]

15:30-15:45 *Coffee Break*

15:45-17:45 *Prototype Work/Speed Dating with Experts*

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]
- Experts:
    - o [Name of the expert and occupation]
    - o [Name of the expert and occupation]

17:45-18:00 *Closing Remarks*

- [Name of main moderation]

Day 2

Time (GMT) Activity

9:00-11:00   Prototype Work in Teams

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

11:15-11:30 Coffee Break (Optional)

11:30-13:00 Prototype Work

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

13:00-14:00 Lunch Break

14:00-16:00 Prototype Work

- Facilitators
    - o [Name of facilitator]
    - o [Name of facilitator]

16:00-16:15 Coffee Break (Optional)

16:15-17:45 Prototype Work

- Facilitators

o   [Name of facilitator]
o   [Name of facilitator]

17:45-18:00 *Concluding Remarks*

- [Main moderation]

Day 3

Time (GMT)   Activity

10:00-10:30   Announcement of Winning Team/ Award Ceremony

- [Jury x Main moderation]

(Trophy/Prize)

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