

Checklist

Questions to be considered:

- do we have the room capacities and equipment capacities?
- where should the international dinner take place (warm or cold), farewell ceremony and handing out certificates?
- where are the teacher and students staying?
- which activities are planned for students and teachers during the week and wednesday afternoon?
- Layout certificate, welcome package
- external jury for the final presentation
- student helpers for yearbook, guidance from hotel to school (day 1), student activities
- coffee, water for staff room

Item	Amount	Duration	Size/Criteria	objective	Day
ROOMS					
Amphi	1	1,5	80-100 people	Opening lecture and welcoming, technical briefing	Day 1 (normally sunday afternoon), day 3 (normally monday or tuesday) for RnD
Computer room	Min 3	1 week	30 people • 6 PC rooms (size for 20 students per room) OR • 3 PC rooms (40 students per room) • BUT with a minimum of 18 Pcs AND Internet	Data input for student groups	2-7 (mondy thru friday)
Class rooms	6	1 week	20 people	Industry group work (3*6)	2-7 (mondy thru friday)
Lecture room	3	1 morning	Space for 8 people	Strategy presentation per industry	3 (normally tuesday morning)
Amphi	3	Half day	30 people, Beamer	Final presentation per industry	6 (normally friday afternoon)
Lecture room	1	1 week	15 people	Staff room	
Room	1	1 evening	100 people, tables (1-2 per delegation)	International dinner	2 (normally monday eveing)
Equipment					
Computer	Min 18	1 week	Internet access	Data input for student groups	2-7 (mondy thru friday)
Computer	Min 3	1 week	Internet and word	Data input for results (staff room)	2-7 (mondy thru friday)
Printer	Min 3	1 week	FAST	Printout results (staff room)	2-7 (mondy thru friday)
Stapler	Min 3	1 week		For putting reports together	2-7 (mondy thru friday)
Blackboard	3	1 week	Near the staff room, equipement to pin up the notes	Announcements, results	2-7 (mondy thru friday)

Depending on Certificate procedure, another amphi is needed or in the restaurant.