#### **To-do List: Before Launching the Competition**

1. Present the idea of organising a CIC to the National/Local Board
2. Schedule the project in collaboration with the Board
3. Choose the topic of the edition
4. Structure the timeline of the entire project
5. Contact the various professionals

Specifically:

* Academic Board
* Jury
* Training professionals (if they are not part of the Jury or the Academic Board)
* Actors playing the Client (if they are not members of the Organising Committee).

1. Jury:Determine the date(s) for the in-person phase
2. Work with the Academic Board

* Identify the case for the Competition
* Set deadlines for: first Draft, second draft, and final version of the case
* Set a date to train the actors

1. Write the regulations
2. Prepare draft emails for contacting the members of the Academic Board and Jury
3. Identify the prizes
4. Schedule the training sessions (if planned)
5. Consider hosting an Opening Conference
6. Request accreditation for participation in the Competition (if applicable)
7. Coordinate with the other members of the Board, specifically with the President, the Secretary General, the Treasurer, and the VP in charge of Marketing

* Coordinate and reach out to partners to get financial or in-kind support
* Write the Privacy Policy for the event
* Create the registration form
* Create a budget for the event
* Create the necessary materials and a promotion strategy

1. Identify and book the venues for the Competition and, if feasible, a room for the Jury and actors for the breaks

#### **To-do List: Launching the Competition**

1. Prepare the email for the launch of the Competition
2. Prepare the email for registration confirmation and team code assignment
3. Event promotion
4. Other tips for effective management and communication with participants:

* Team pairing for individuals who sign up alone and are looking for a partner: establish pairing methods
* Verify the membership status of the registered individuals
* Check for conflicts of interest
* Include participants in the mailing list
* Answer any clarification questions

**To-do List: The Oral Phase**

1. Establish the agenda for the Oral Phase
2. Have the scoring system and sheets ready for the team evaluation
3. Draw the order of the Oral Phase
4. Division of tasks within the Board

* Appoint timekeepers
* Actors (if they are part of the Organising Committee)
* Managing participants on-site
* Managing the Jury and partners

1. Enjoy the show!
2. Announcement of the Winners

#### **To-do List: Conclusion of the Competition**

1. Thank-you emails to supporters
2. Issuing participation certificates
3. Feedback form