**To-Do List**

1. Read the Competition Rules
2. Present the Idea
   * Present the idea of organising a Competition to your Board.
3. Decide on the Debate Topic
4. Draft the Rules
   * Draft the Competition Rules based on the Group’s needs.
5. Set Event Dates
6. Create a Training Course (optional)
7. Identify and Contact Professionals
   * Select professionals for the Scientific Committee.
   * Identify professionals for the Judging Panel.
   * Appoint a professional as the Moderator.
8. Select the Prizes
9. Find Academic, Economic, and Institutional Partners
10. Develop a Publicity Strategy

* Coordinate with the Marketing Area and the Secretariat.

1. Book the Venue

* Reserve the location for the training course and the Competition.

1. Prepare Launch Emails
2. Create the Registration Form

* Include the Privacy Policy.

1. Launch the Project and Open Registration
2. Answer Participant Questions
3. Assign the Positions

* Allocate the positions to the teams and inform them.

1. Organise Teams and Notify Them
2. Prepare the Competition Venue

* Ensure the venue is suitable for the event, check microphones, and set up stations for the Judging Panel and participants.

1. Ensure a Timer and Designated Timekeeper
2. Welcome the Judging Panel and Moderator
3. Welcome the Participants
4. Review the Timeline

* Remind Professionals and participants of the event schedule.

1. Begin the Competition
2. Post-Debate

* After each debate, escort teams out to prevent exchanges with teams about to compete.

1. Ensure Voting Completion

* Confirm that all Judging Panel members have cast their votes.

1. Announce Advancing Teams

* At the end of each round, inform teams of those advancing to the next stage.

1. Conclude the Event

* Announce the winners and award prizes.

1. Gather Feedback

* Send an event evaluation form to gather feedback for a potential future edition of the Competition.