**ENC Checklist**

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

1. Express interest in organising an ENC to the Local/National Board
2. Establish a timeline for the project together based on other commitments of the Board

### Select the topic of the ENC

### Draft and adopt the ENC Regulations

### Decide on marketing materials to be produced

### Prepare draft emails to contact members of the Jury and the Academic Board

### Identify and contact the Academic Board for general and confidential information and the Jury for the Oral Phase

### Secure prizes and consider potential partners

### Organise a training course for participants (Optional)

### Draft the Privacy Policy for the event

### Create the registration form

### Fill in the Competitions Specification Form

### Prepare the competition launch email

### Prepare the registration confirmation email and team code communication

### Launch the Competition!

### **To-Do List: From the Opening to the End of the Written Phase**

#### Create a table to track registrations

#### Send registration confirmation emails and assign team codes

#### Prepare the email to announce assigned roles

#### Draw lots and communicate assigned roles

#### Prepare a reminder email for deadlines regarding clarification requests and the Written Phase

#### Prepare documents with responses to clarification requests

#### Create two drive folders for negotiation plans: one for the Academic Board and one for the Local Groups

#### Prepare the evaluation criteria grid for the Written Phase

#### Prepare the email to notify teams advancing to the Oral Phase

#### Respond to score requests from teams not advancing to the Oral Phase

#### Thank the Academic Board for their work

### **To-Do List: From the Oral Phase to the Conclusion of the Event**

#### Draw lots for roles and matchups for the Oral Phase

#### Prepare the email to communicate matchups

#### Announce matchups and roles

#### Print the Oral Phase timeline for each member of the Jury

#### Print a copy of the rules for the Jury

### Prepare all necessary materials for the event

### Enjoy the show!

### Post-event evaluation and brainstorming