



THE CARLA CAMPS HANDBOOK

A comprehensive guide to help organize successful career camps



Funded by



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1. About the CARLA Project

CARLA, the photonics careers hub, is a 3-year H2020 EU-funded project that is developing a model for pan-European photonics career camps of excellence to encourage university students and early-stage researchers to pursue a career in photonics. CARLA has worked with over 80 stakeholders of the fields of industry, academia, innovation and entrepreneurship for the design of the camps, putting special emphasis on empowering gender diversity. During the project in-person and virtual camps have been organized across 10 different countries, aiming to create a rigorous, tested and reproducible tool to support growth, leadership and innovation potential in photonics at the EU level.

Photonics improves the well-being of our world by exploiting the unique properties of light, which can be found at the core of daily products and technologies such as smartphones, laptops, the Internet, medical instruments, telecommunications, and lighting technology. Considered a Key Enabling Technology (KET) for Europe's future prosperity by the European Commission, it is calculated that 20-30% of the entire economy and 10% of the workforce in Europe already depends on photonics technologies. Nevertheless, skill shortages in Europe are damaging the growth prospects of companies and the continent's economy. To support growth, leadership and innovation potential in this area, Europe needs more well-prepared professionals. CARLA has created a rigorous and tested instrument to address this need at the source.

CARLA has been teaming up with industry, academia, entrepreneurs and experts to understand the needs of the photonics workforce and gain the top-down perspective on **what a photonics career camp of excellence should include**. At the same time, we have been working with university and PhD students and early-stage postdocs to gain their bottom-up perspective to career camps.

Objectives of CARLA Project

- Create a sustainable career camp that serves as a model of excellence for the European photonics community;
- Increase the interest of STEM graduates and young researchers for photonic careers;
- Improve employability through inspirational training sessions directed to help fill the skill gaps;
- Increase the involvement of women in photonics;
- Offer a platform for university students and young researchers to network and meet photonics professionals from different industry and academia fields that will enable them to start building a professional network.

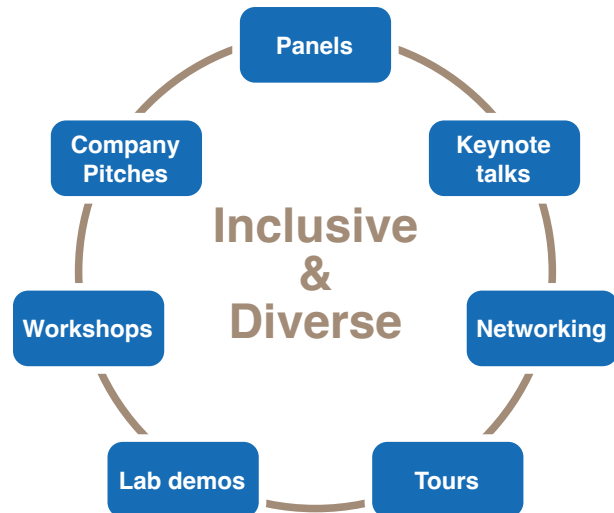


2. About the CARLA Camps

Photonic career camps that are modular, repeatable, attractive and effective meet the needs of both attendees and the photonics sector attracts and serves the full range of diverse potential in photonics.

The content and format of the CARLA camps have been shaped as a result of a series of working group sessions with stakeholders from industry, academia, innovation and entrepreneurship, students and early career postdocs, and diversity experts.

Particular attention has been paid to increase the diversity of the photonics ecosystem, to close the gender gap and to address gender and diversity issues at different levels of photonics careers, ensuring that career events are inclusive and equally attractive to everyone.



The scaffold of the camp has been then tested locally in 13 CARLA camps throughout the project and the lessons learned have been integrated into this handbook, to deliver a flexible, modular program that combines talks, round tables, workshops, training and networking session, for a truly multi-format event.

The flexibility of the CARLA camps was also tested in several CARLA Capsules, single sessions of CARLA camps integrated in other events (such as [Photonics Days Berlin Brandenburg 2021](#) or [Europhotonics Spring school 2022](#)) or as standalone events that can serve to anticipate a CARLA camp.

The COVID-19 Pandemic had a huge impact on the project, as it restricted large gathers and in-person events. Alternative solutions were put in place to organise online events that maintained the quality and essence of the originally envisioned CARLA camp. The new formats developed (hybrid and online) have proven to be a great opportunity to expand the audiences of the camps, to increase their diversity and their international dimension as well as their sustainability.

Main goals of the CARLA camps

- Help university students and early-stage researchers to have a better understanding of photonics technical and market landscape;
- Provide an overview of professional opportunities of photonics;
- Give attendants tips for better employability;
- Set an opportunity to meet and network – university students and early-stage researchers with industry, academia as well as among themselves;
- Help increase the diversity in the field through pro-actively inclusive events.

3. About this Handbook

This handbook was developed within the CARLA project with the aim of building on the experience gained during the organisation of the different CARLA Camps and provide a scaffold of a successful career camp that is appealing to the photonics community stakeholders and can be replicated anywhere in Europe.

It contains instructions and ideas to easily set up a CARLA camp and will help you throughout the different phases of its organisation.

In the document you will find the different modules of a CARLA Camp and the pointers to organise them, dissemination tips, budgeting, sponsoring and funding sources, recommendations and other material that can be used to build a successful career event on photonics.

This digital handbook, designed with the sustainability of the CARLA camps in mind, includes:

- ☉ Core elements of a CARLA camp
- ☉ Core and Optional sessions
- ☉ Different format options
- ☉ Speakers
- ☉ Dissemination
- ☉ Key Messages
- ☉ Event Branding
- ☉ Registrations
- ☉ Budget Guidelines
- ☉ Funding sources
- ☉ Timeline
- ☉ Staff organisation
- ☉ Checklist
- ☉ Practical recommendations



Pan-European in content and format, but meant to be implemented locally

4. Core elements of a CARLA camp

The CARLA camps are photonics career development events that aim to promote careers in photonics in a way that is useful, engaging, and which supports professional growth and diversity.

Useful Participants should leave the camps with the outline of their career development roadmap.

Engaging The sessions should integrate different formats and content that includes technical, career development and inspirational content.

Supporting the professional growth The camps should include skills development pointers that can be provided through a dedicated session or through the talks of the different speakers (e.g., speakers explain key non-tech skills that are needed in their professions, etc.) and guided networking sessions.

Diverse Inclusiveness is one of the pillars of the CARLA camps.

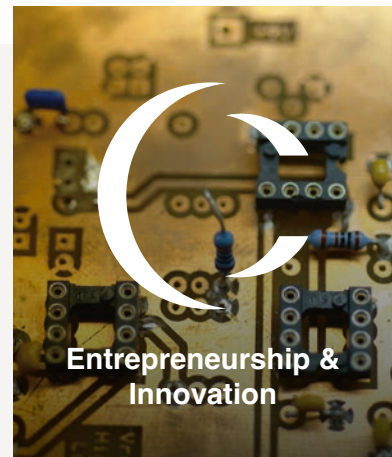
The Camp should highlight very clearly the “three paths” of Academia, Industry and innovation to inspire students with new possibilities for their futures. It should also explore other professional opportunities that are less known (science communicator, patent attorney, etc).



Technological development, manufacturing



Fundamental and university-based research



Start-ups, small businesses, “spin-outs”

Photonics is everywhere
Other professional opportunities

5. Core and optional sessions

The content of the Camps is divided into **core sessions**, that respond to the core elements mentioned before and are essential for the success of the camp, and **optional sessions** that can be added to adapt the proposed format to the different local requirements and the needs of the audience.

The camps are a multi format event, so the core elements can be delivered in different formats (speeches, panel discussion, etc.).

While building your own camp you can pick up the sessions that best suit your target group and your event, and select the format that you consider most appropriate.

Core sessions

Introductory session

Career options

About Photonics

My start in Photonics

Networking

Optional sessions

Tours/lab Visits

Technical Workshops

Mentoring

Career development workshops



5.1 Core sessions

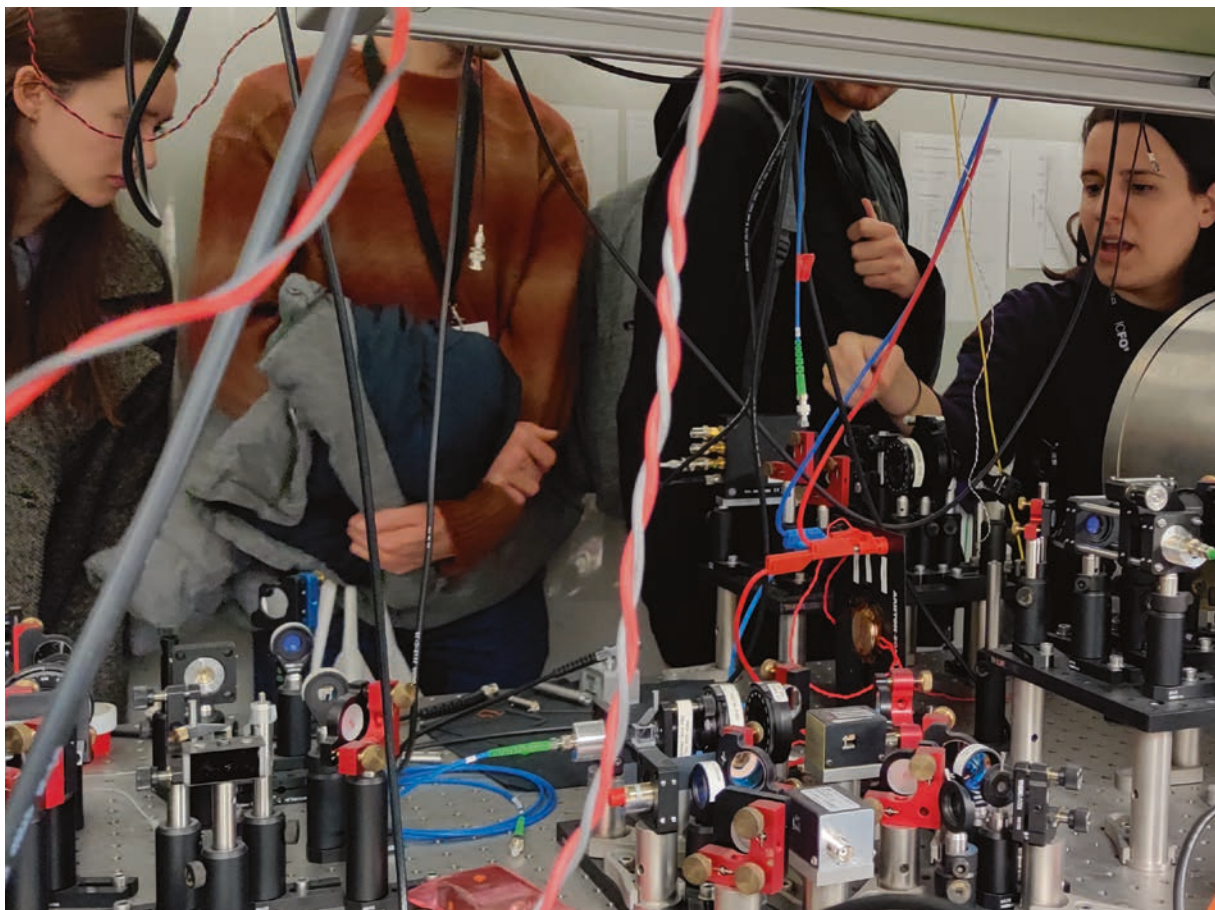
This section contains a description of each core session, with tips and insights gathered during our CARLA Camps. The sessions complement each other, allowing participants to get a good overview of the photonics world, career options and challenges they will face.

	AIM	Useful insights
Introductory session	The introductory session will help participants find their way in the camp and will provide an overview on how to take advantage of the camp and how to maximize the individual benefit.	<ul style="list-style-type: none"> • Describe what participants should expect; • Tips on networking; • Present the team.
Career options	<p>Practical information on job profiles, career development, existing career paths and required skills. This will allow participants to have a good overview of their career possibilities in their future jobs. They should encompass a good balance of Academia, entrepreneurship and innovation and also give examples of non-traditional career options.</p> <p>In addition, information on relevant nontechnical skills in photonic careers should be made available to them.</p>	<ul style="list-style-type: none"> • Overview of the different career possibilities and transitioning from one sector to another; • Inspirational talks with professionals, who present their stories and talk about their personal experiences, the everyday working life and professional career paths; • Stories around start-up companies; • Professionals explaining non-traditional career possibilities and how they reached them; • Highlight skills that are needed in the future.
About Photonics	Content and messages around photonics applications and markets should give insight into the world of photonics and raise awareness. They should inspire and motivate participants in their future career endeavours.	<ul style="list-style-type: none"> • Keynote introduction about photonics, highlighting its importance in our daily lives or giving an overview of current trends or discoveries; • Highlights and specific topics presented by photonics professionals from industry, academia and alumni.
My start in Photonics	Students and young researchers discussing their experience in academia and start-ups as well as their involvement with the students' chapters. This session creates useful connections and allows participants to relate more easily to early-stage researchers and professionals.	<ul style="list-style-type: none"> • Personal stories on early-stage research experiences; • Tips on challenges and how to overcome them; • Open discussion on the career choices and opportunities.
Networking	Interaction between participants and companies to raise questions, hand over CVs, receive insights or/and additional information on the company or the career paths and guidance on how to present yourself and network.	<ul style="list-style-type: none"> • It is recommended to pro-actively explain „how to network“ prior to the networking activity itself; • One or more sessions should be guided; • career fair with booths for companies or job walls; • offer a variety of ways for students and stakeholders to interact (informal networking, career fairs with booths for companies, one-to-one pre-scheduled meetings).

5.2 Optional sessions

This section contains a description of the optional sessions. These sessions are meant to enrich the career event and engage participants in a more interactive way. By offering different formats and contents, the event becomes more dynamic, interactive and inspiring, providing practical tools to participants.

		Useful tips
Tours/Lab Visits	For the purpose of giving the participants a practical insight into the presented content, visits to laboratories, companies and technology centres should be facilitated.	<ul style="list-style-type: none">• Labs, companies, fablabs or other close-by photonics facility
Technical Workshops	Demos, practical workshops to spark interest.	<ul style="list-style-type: none">• Hackathons• quizzes• light experiments
Mentoring	Prebooking appointments, matchmaking events could be proposed.	<ul style="list-style-type: none">• 15 minutes pre-booked time-slots with speakers/companies
Career development workshops	A variety of non-technical skill workshops to give some practical tools to participants.	<ul style="list-style-type: none">• Professional skills presented by recruiters or expert trainers• CV Workshops• How to pitch your business idea



5.3 Three different formats option

The content of the event can be adapted to different formats, according to the needs of the organisers.

The three different formats, in person, digital and hybrid, have all pros and cons that are worth to consider in order to choose the format that best fulfils your requirements and resources.

IN PERSON	ONLINE	HYBRID
<ul style="list-style-type: none">• Stimulates interaction and networking;• Scheduling is crucial, as the physical presence is more demanding;• Local event.	<ul style="list-style-type: none">• Timings and repetition should be adjusted (shorter time slots);• The talks can be pre-recorded, to minimise technical problems and have better control over the timings. The speakers need to be online for the Q&A sessions and for the networking sessions;• Moderator is even more important than in person to animate the session;• Online networking is more difficult to achieve;• Make use of breakup rooms, to encourage interaction.	<ul style="list-style-type: none">• Broader audience and greater flexibility;• If online networking is foreseen, it should have dedicated sessions, separated from the in-person networking;• Host needs to ensure that the quality of the audio/video is good;• Option to record the sessions and send them to participants (consent of speakers needed);• Can lead to a more global event (and therefore more diversity).



6. Speakers

Once the content of the event has been defined, speakers must be identified and invited.

- Each of the three “career pillars” should be represented: Industry, Entrepreneurship, Academia;
- Aim for a mix of jobs, personal backgrounds and personalities. This broadens the appeal of the camps and improves the networking opportunities on offer;
- Give speakers clear guidelines on the length, format and expected content of their talk. Personal experience will engage more the audience, and “failure or challenges” should also be mentioned;
- Having a tech run-through / “dress rehearsal” gives speakers a chance to rehearse. This is crucial for digital events;
- Ask permission to share presentations and take photos;
- Inform speakers about the importance of inclusivity for the CARLA camps and ensure their presentations are according to that.



7. Dissemination

Dissemination is crucial to reach a wide number of students and researchers from different STEM backgrounds. Communication has to be adapted in content, format and channels according to the audience to be reached (influencers, key stakeholders, students, young professionals, etc).

- ◉ Create visual identity of the project (posters, banners, etc);
- ◉ Identify the different target groups (students, young professionals, women in photonics, industry, etc);
- ◉ Disseminate information through contacts with academia:
 - Universities and Professors;
 - Students' chapters and associations involved with Photonics;
 - Career fairs;
- ◉ Disseminate information through contacts with industry:
 - Local industry clusters and networks;
 - Own institution industrial network;
- ◉ Social media:
 - Use pre-existing communication channels from the organizing institutions that already have consolidated accounts with significant number of followers;
 - Tag CARLA in all relevant posts;
 - Social media coverage during the camp;
 - Photos, write-ups etc. after the camp;
 - Contact the CARLA team (carlahub@icfo.eu) or use the **#CARLAhub** hashtag!

8. Dissemination – Key Messages

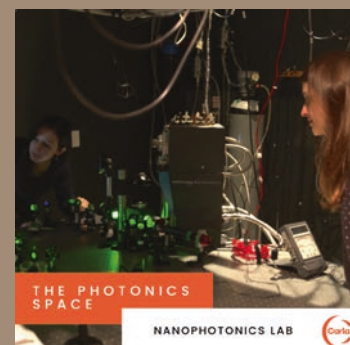
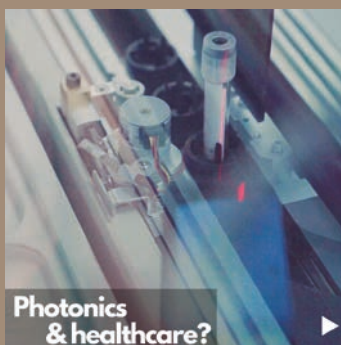
Different communications contents should respond to the needs of the specific target audience. You should therefore analyze their needs and identify the key messages that will constitute the focus of the tailored communication.

Examples of key messages

- ☉ Photonics as a key enabling technology
- ☉ Growing market
- ☉ Multidisciplinary
- ☉ Diversity of professional paths
- ☉ Gaining understanding about photonics through CARLA camp
- ☉ Roadmap for better employability
- ☉ Impact of Photonics in societal challenges
- ☉ Stories around women in photonics
- ☉ Need for training beyond technical and scientific know how
- ☉ Integrating other skills to the formal education
- ☉ Importance of career development actions

USEFUL TIPS

Audiovisual material around Photonics and examples of dissemination material for the CARLA events are available at: <https://carlahub.eu/about-carla/>



9. Event Branding

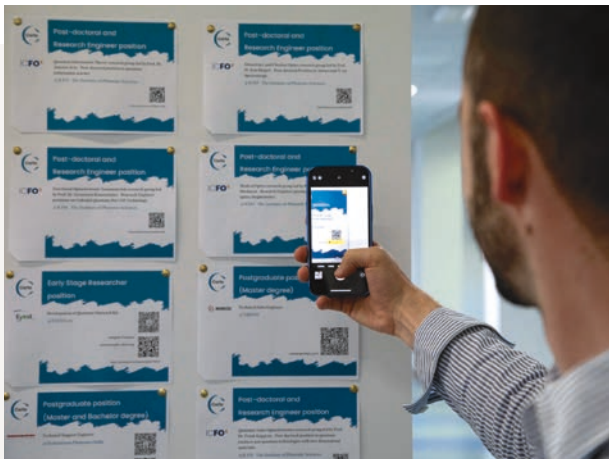
Once the visual identity of the career event or project has been defined and the posters/banners have been produced, several other elements should be considered, designed and prepared consistent with that brand.

Dissemination materials

- ☉ Program
- ☉ Banner
- ☉ Invitation/ registration site
- ☉ Poster

Signs

- ☉ Nametags and lanyards
- ☉ Room labels (e.g. “Large lecture hall”, “networking room”)
- ☉ Signposts



10. Registrations

As one of the goals of CARLA is to ensure a diverse, balanced audience, especially on the gender dimension, a two-steps registration process is recommended to be able to put in place corrective measures in case that the pool of registrants is not diverse enough and to minimise no-shows.

What information you would like to include in the registration form? Would you use this information to structure the event or for other initiatives of your institute? Ask just for the important information.

- Think about the tools you would like to use. Choices include simple platforms that tackle the basics of event registration and those that are more advanced, offering multi-functional applications.
- Separate registrations can be collected for potential participants belonging to the target group (university, master's and PhD students, early-stage researchers) and observers (consortium partners, members of the stakeholders' working groups, interested in employees, ...) in order to keep record of their different profiles when analysing their feedbacks and for the final analysis of the impact of the camp.
- Include information on General Data Protection Regulation.
- If organising a catering, you might want to ask also dietary requirements.
- Accessibility or accommodation requests?

USEFUL TIPS

Registration platforms:

- Eventbrite
- Eventzilla
- Google Forms



11. Budget Guidelines

The budget for an event can vary greatly and depends on the size of the event and on the funding at your disposal. Therefore, a budget of the event should be set up well in advance, considering several elements:

- Venue (Location, Technical setting, Microphones) – *rented location or in house? Need of renting technical equipment?*
- Staffing – *you might need additional staff to help you during the organization of the event.*
- Signage and branding – *in house or with external provider?*
- Food and Beverage – *lunch, coffee, etc.*
- Marketing and Dissemination – *In house or with external provider? Cost of material, distribution, etc (social media costs).*
- Production costs – including production of badges, lanyards, printed banners, posters, etc.
- Event technology *the choice of technical provider is particularly important in case of Digital or Hybrid events.*
- Transportation costs *related to speakers or to transportation in case of study visits.*
- Furniture and equipment – *you might need to rent additional furniture (tables for catering, booths for companies, etc.).*
- Gadgets and Merchandising *(i.e. do you have water fountains at the facilities? If so, a reusable braded bottle might be the perfect merchandising!).*
- Extra budget for extra activities (competition/workshop, etc).

Some examples of budgets of past CARLA CAMPS have been included in the Annex 1.

12. Funding sources

The organisation of a career event may also require additional funding, that can be raised through external organisations:

- **Grants/organisational contribution**

Several grants will provide funding for career related events in photonics and in STEM in general (EU grants for Women in STEM, national and European funds, etc.) They however involve planning well in advance and additional administrative load.

Organisational contribution/patronage can also be granted directly by a single organization for the planning of the event.

- **Sponsor contribution**

Many companies will be willing to sponsor your event to gain visibility and to increase their chances of hiring high-qualified young professionals. You have several Sponsoring options that you can consider. The different options can also be combined to offer ready-made and simplified packages to companies.

Banner and naming (name on banner at the location, naming in opening & final speech, logos on Eventsite and program).

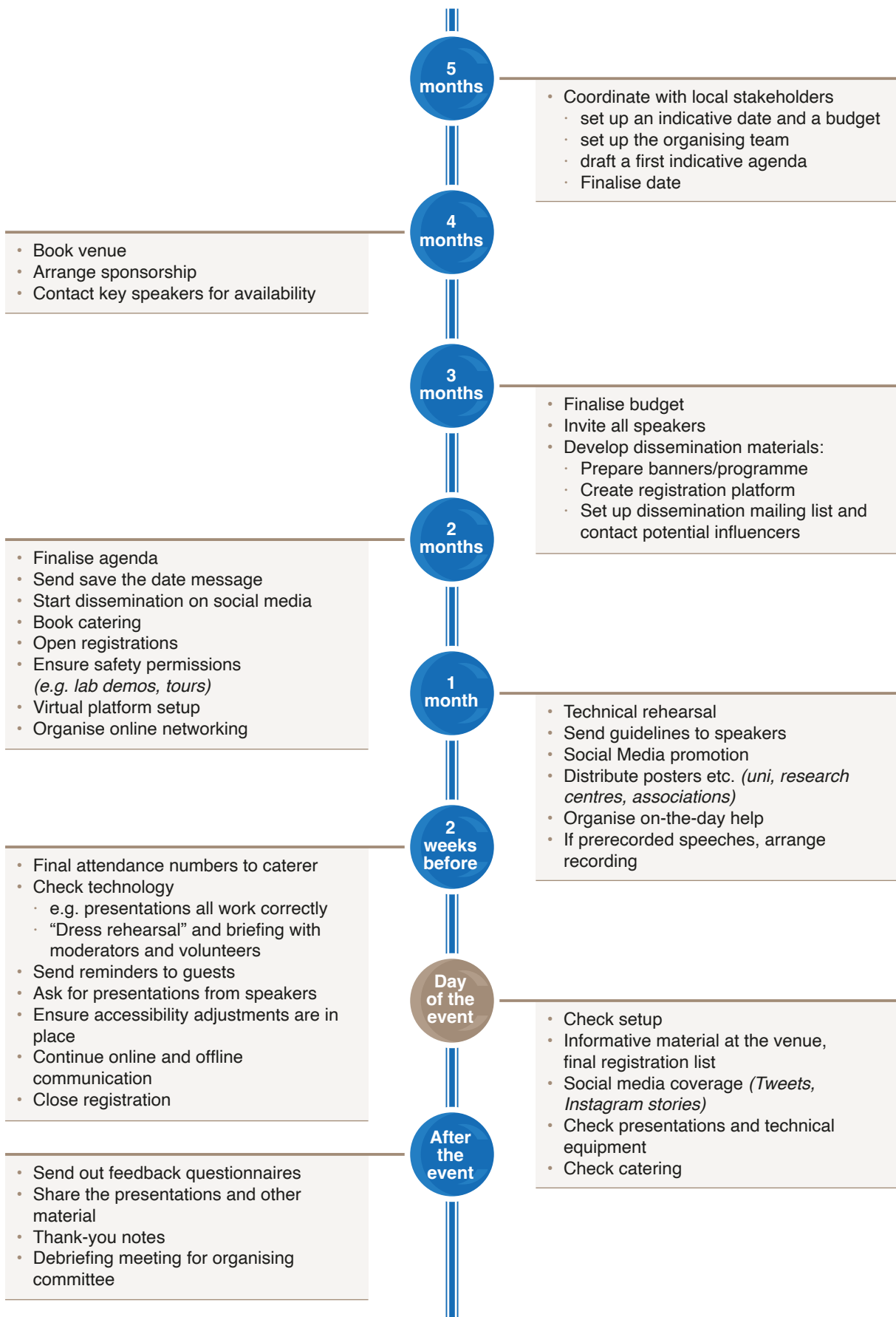
Thematic sponsoring (sponsoring of thematic dinners or lunches, sponsoring of student travel grants, etc).

Participation in Job fair with their own booth and/or **short presentation** at the event.

Job advertisements (on website, on brochure, on job wall at the camp, etc.).



13. Timeline



14. Staff organisation

The organisation of an event is a demanding activity and has to be supported by a team of people (3 to 10). The involvement of external student networks or student chapters is an excellent opportunity to acquire additional support whilst collecting new ideas and different needs of young students. These networks will also help greatly with the dissemination of the event.

Define different tasks for each member of the organising team:

- Registration desk;
- Speakers support;
- Collect presentations;
- Technical/video equipment;
- Person(s) responsible for online technology (in case of online or hybrid events);
- Person responsible for dissemination;
- Person responsible for sponsoring;
- Catering organisation;
- Conference assistance (microphones for questions and answers, handling issues, requests from attendees, etc).

15. Guidelines for gender diversity

Diversity has many dimensions, including race, socioeconomic background, gender, race, sexual orientation, etc. While each of these dimensions needs to be treated separately, there are studies that show that diversity in one dimension often helps the others.

This is particularly true for instance when focusing on gender and more specifically on women, it has been seen that the inclusion towards LGTB+ communities and inclusiveness of the events is also improved.

Diversity, and in particular gender diversity, should be therefore considered throughout the whole process, from the design to the implementation of the camps. CARLA project has also published the Empowering Gender Diversity Guide, which gives detailed explanations and tips.

We can focus on trying to make our events as inclusive as possible, by applying the following guidelines:

Format/Design

- Different formats to make sure everyone is comfortable and can find the way to interact, ensure that everyone has a voice and can speak out (i.e. keynote talks, panel discussions, networking sessions, etc.);
- Schedule that also allows room for personal exchanges, encourage and drive networking, include teambuilding activities;
- Truly diverse atmosphere through diversity in moderators and speakers (age, race, gender, etc).

Content

- Select speakers that are mindful and share inclusion values;
- inspirational talks, personal experiences also highlighting gender issues and challenges;
- Use of inclusive language;
- Content understandable for people with different backgrounds;
- Showcase a variety of career paths and options.

Location & Logistics

- Affordable/safe/easy to access/ city/ event;
- Welcoming venue, no political meaning;
- Green event, no architectural barriers;
- All gender toilets, breast-feeding spaces;
- Forms with no binary gender options (Male, Female, I don't identify as any of these options, prefer not to say);
- Name tags with pronouns;
- Safe heaven, process to report abuse, harassment, uncomfortable situation, ...;
- Privacy when collecting info.

Communication

- Increase the visibility of diverse people and normalise diversity in photonics;
- Explicitly communicate the inclusivity of the camps and be clear about inclusion also in materials;
- Prepare posters featuring diverse photonics professionals;
- Diversity-friendly language (e.g., early career vs young People);
- Consider all sorts of diversities (ages, races, genders,...);
- Important that moderators are trained and fully aware of inclusion concepts;
- Create communication and dissemination strategies targeting women;
- Inclusion of participants (e.g., chosen pronouns in name tags);
- Confidential and safe reporting process;
- Include historical figures of underrepresented communities in posters, talks.

**Additional diversity materials are available in the
Empowering Gender Diversity Guide handbook**

16. Practical recommendations

- In case of online format, recording in advance avoids a lot of potential problems, and keeping a live chat session keeps things lively.
- Keep a “secret” team member who can put initial questions into the chat during sessions, as the second question is much quicker to appear than the first.
- Ask the moderator to prepare a “spare-first” question.
- Ask for permission for sharing audiovisual material.



Annex 1: Financial examples

Example 1

Attendance	~200
Format (in presence/online/hybrid)	in presence
Length of the event	3 days

Indicative Budget

Item	Additional info	EURO (without VAT)
Venue	no costs/internal resources	€ 0,00
Technical material (e.g. Microphones, Screens, etc)	no costs/internal resources	€ 0,00
Catering	2 buffets + evening diner	€ 15.350,00
Graphic Branding	Adobe	€ 234,00
Printed material (e.g. badges, lanyards, printed banners, etc)	kakemono and banner	€ 418,00
Marketing and dissemination	no costs/internal resources	€ 0,00
Event technology (e.g. online platforms, registration websites, etc)	no costs/internal resources	€ 0,00
Transportation and accommodation costs (e.g. speakers or guests)	invited speakers + 2 buses for students from Limoges	€ 4.500,00
Furniture and equipment (additional tables/chairs, etc)	no costs/internal resources	€ 0,00
Gadgets and Merchandising		€ 2.100,00
Token for Speakers	no costs/internal resources	€ 0,00
extra activities (please specify i.e. competition/workshops etc)	training in photonics	€ 420,00
Other (please specify)	photograph	€ 1.280,00
Personnel Cost (if internal, please indicate the number of people involved and the total PM, for example 3 people for a total of 1 PM)	5 people, total 3 PM	€ 15.000,00
TOTAL		€ 39.302,00

Example 2

Attendance	~150
Format (in presence/online/hybrid)	Hybrid
Length of the event	2 days

Indicative Budget

Item	Additional info	EURO (without VAT)
Venue		€ 3.260,00
Technical material (e.g. Microphones, Screens, etc)	no costs/borrowed	€ 0,00
Catering		€ 5.150,00
Graphic Branding	Adobe Illustrator licence 1 month	€ 30,00
Printed material (e.g. badges, lanyards, printed banners, etc)	+ internal resources	€ 1.075,00
Marketing and dissemination	+ internal resources	€ 820,00
Event technology (e.g. online platforms, registration websites, etc)	internal resources	€ 0,00
Transportation and accomodation costs (e.g. speakers or guests)		€ 1.060,00
Furniture and equipment (additional tables/chairs, etc)	no cost	€ 0,00
Gadgets and Merchandising		€ 900,00
Token for Speakers	no cost	€ 0,00
extra activities (please specify i.e. competition/ workshops etc)	no cost	€ 0,00
Other (please specify)	no cost	€ 0,00
Personnel Cost (if internal, please indicate the number of people involved and the total PM, for example 3 people for a total of 1 PM)	8 people for a total of 4 PM	€ 0,00
TOTAL		€ 12.295,00

Example 3

Attendance	~90
Format (in presence/online/hybrid)	In Presence
Lenght of the event	2 days

Indicative Budget

Item	Additional info	EURO (without VAT)
Venue	Facility of project partner	€ 1.750,00
Technical material (e.g. Microphones, Screens, etc)	included in venue fee	€ 0,00
Catering		€ 14.327,64
Graphic Branding	team members in charge of branding major branding taken care of by partners	€ 0,00
Printed material (e.g. badges, lanyards, printed banners, etc)	Poster, flyer, brochure, etc	€ 1.011,32
Marketing and dissemination (incl. aftermovie)	Social media, newsletter, aftermovie, etc	€ 1.989,75
Event technology (e.g. online platforms, registration websites, etc)		€ 2.500,00
Transportation and accomodation costs (e.g. speakers or guests)	travel costs speaker and travel grants for (international) participants	€ 3.929,94
Furniture and equipment (additional tables/chairs, etc)	included in venue fee	€ 0,00
Gadgets and Merchandising	Welcome pack	€ 481,00
Token for Speakers		€ 0,00
extra activities (please specify i.e. competition/ workshops etc)	Hackathon	€ 3.108,09
Other (please specify)	T-Shirts, Tip	€ 571,83
Personnel Cost (if internal, please indicate the number of people involved and the total PM, for example 3 people for a total of 1 PM)	Internal, 12,75 PM plus additional 1 intern per 4 months	
TOTAL		€ 29.669,57

Example 4

Attendance	~175
Format (in presence/online/hybrid)	Online
Lenght of the event	3 days

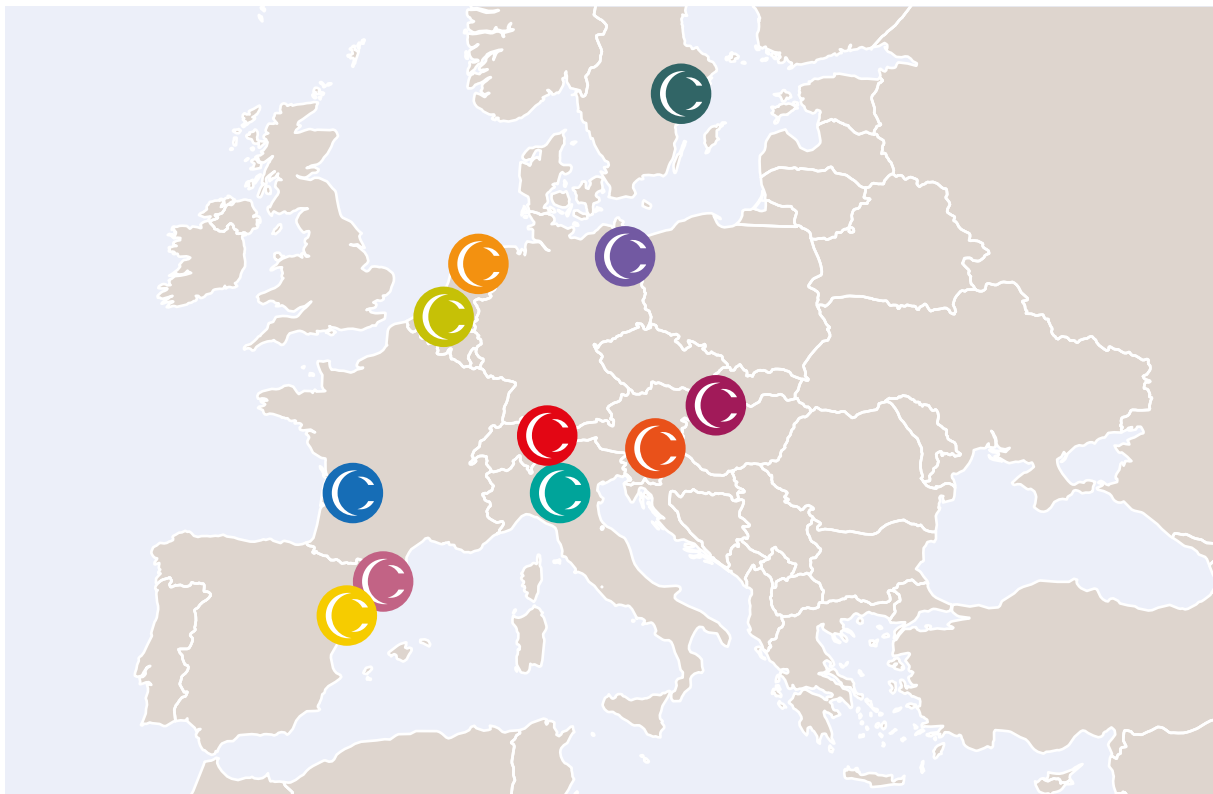
Indicative Budget

Item	Additional info	EURO (without VAT)
Venue	Online	€ 0,00
Technical material (<i>e.g. Microphones, Screens, etc</i>)	Microphones and LED rings were sent to all speakers to improve audio and image	€ 300,00
Catering	No catering	€ 0,00
Graphic Branding		€ 750,00
Printed material (<i>e.g. badges, lanyards, printed banners, etc</i>)		€ 0,00
Marketing and dissemination	done internally (PMs included in the last item of the budget)	€ 0,00
Event technology (<i>e.g. online platforms, registration websites, etc</i>)		€ 2.500,00
Transportation and accomodation costs (<i>e.g. speakers or guests</i>)		€ 0,00
Furniture and equipment (<i>additional tables/chairs, etc</i>)		€ 0,00
Gadgets and Merchandising		€ 0,00
Token for Speakers		€ 0,00
extra activities (<i>please specify i.e. competition/ workshops etc</i>)	Workshop by consulting firm specialised in career development ofr STEM professionals	€ 2.000,00
Other (<i>please specify</i>)	We had an external professional who helped recording the speakers talks, which were edited and used during the event and gave technical support during the three days of the event	€ 1.500,00
Personnel Cost (<i>if internal, please indicate the number of people involved and the total PM, for example 3 people for a total of 1 PM</i>)	7 people for a total of 3PM	€ 0,00
TOTAL		€ 7.050,00

Annex 2: Checklist

5 months before	<ul style="list-style-type: none"><input type="checkbox"/> Gather organising committee<input type="checkbox"/> Assign Organising Committee members' responsibilities<input type="checkbox"/> Dates set<input type="checkbox"/> Budget agreed
4 months before	<ul style="list-style-type: none"><input type="checkbox"/> Venue booked<input type="checkbox"/> Communication plan in place<input type="checkbox"/> Check in with other local stakeholders – professors, student societies...<input type="checkbox"/> Contact key speakers for availability<input type="checkbox"/> (Optional: arrange sponsorship)
3 months before	<ul style="list-style-type: none"><input type="checkbox"/> Mailing lists and advertising text finalised<input type="checkbox"/> Dissemination materials (e.g. flyers) sent to printer<input type="checkbox"/> Get "swag" items (e.g. pens) made<input type="checkbox"/> Registration platform created<input type="checkbox"/> Invite all speakers
2 months before	<ul style="list-style-type: none"><input type="checkbox"/> Programme finalised<input type="checkbox"/> Catering booked<input type="checkbox"/> Start dissemination on Social media<input type="checkbox"/> Open registrations<input type="checkbox"/> Virtual platform setup<input type="checkbox"/> Ensure safety permissions
1 month before	<ul style="list-style-type: none"><input type="checkbox"/> Advance registration organised<input type="checkbox"/> All guests confirmed<input type="checkbox"/> Technical rehearsal<input type="checkbox"/> Presentation templates, speaker briefing etc. sent to guests<input type="checkbox"/> Distribute Posters
2 weeks before	<ul style="list-style-type: none"><input type="checkbox"/> Reminders sent to guests<input type="checkbox"/> Dress rehearsal" and briefing with moderators and volunteers<input type="checkbox"/> Briefing for volunteer helpers<input type="checkbox"/> Volunteers organised for additional help during the event<input type="checkbox"/> Briefing for moderators<input type="checkbox"/> Any accessibility adjustments in place
Day of event	<ul style="list-style-type: none"><input type="checkbox"/> Decorations, tables etc. correctly set up<input type="checkbox"/> "Dry-run" of technology<input type="checkbox"/> Flyers, posters placed<input type="checkbox"/> Check catering
After event	<ul style="list-style-type: none"><input type="checkbox"/> Debriefing meeting for Organising committee<input type="checkbox"/> Sent out post-camp questionnaires<input type="checkbox"/> Upload presentations<input type="checkbox"/> Thank you notes to guests

CARLA consortium partners



CARLA community



Carla Hub



ECOPalliance



the_Carla_hub



Carla Hub



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This material has been created for the CARLA project by the MBI team with the support of ICFO.

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