SUPER – Supporting eco-innovations towards international markets

Checklist for seminars/workshops and participation at other events

Name of activity:	
Date:	
Purpose/Module:	
Target group:	

Before workshops/seminars

Component:	To be completed/Not to be completed (Yes/No)/Comment	Responsible for activity:
Ask communication manager, CEEIM, to upload the activity in the calendar on the website		
Prepare list of participants with room for signatures		
Agenda/Program with the EU logo as well as the SUPER logo		
Possible advertisements about the seminar must have the EU logo as well as the SUPER logo		
Prepare a PowerPoint! Important! The EU logo must be in the presentation		
Camera for documentation		
Ask suppliers of services to send invoice to: *Name of organization* *Your name* *"SUPER project"*		

During/After workshops/seminars

Component:	To be completed/Not to be completed	Responsible for activity:

	(Yes/No)/Comment	
Pass around list of participants and ask for signatures		
Take photographs		
Pictures for the website – ask participants if it is OK to publish		
Pictures which document that we have met the information required, e.g. roll-up and participants		
Write a shorter report about what type of results the activity produced (based on project goals, purpose and indications)		

To consider based on horizontal criteria:

Component:	To be completed/Not to be completed (Yes/No)/Comment	Responsible for activity:
In the invitation to the meeting:	☐ Participants have been asked if they require special diet ☐ Participants have been asked if they require certain support or other needs that entail consideration at the meeting ☐ There are clear directions of how to get to the conference room ☐ There is an agenda with set times ☐ Lecturers at the meeting have been informed of the significance of the horizontal criteria and that they are expected to stick with them Comment to nonconformities:	

(During) The meeting/seminar/workshop has/is:	☐ It is an equal mix of lecturers at the meetings ☐ In conjunction with the meetings, both written and verbal instructions have been handed out, in order to increase the opportunity for everyone to absorb information ☐ The team in charge of the meeting is equally represented and avoids stereotypes in whom should carry out certain tasks during the meeting ☐ The environmental perspective has been taken into account in the choice of type of meeting, conference room, traveling, food etc. Comment to nonconformities:	
Conference room	☐ The rooms are available/adapted to people with any type of disability, this also goes for group rooms, restaurants, restrooms and spaces used during breaks. The rooms must also be suitable for people with asthma, allergies or any other type of oversensitivity. The room must always be equipped with T-Coil and microphones must be used at all times Comment to nonconformities:	

Meeting routine:	☐ Meetings have been organized so that everyone can have their say and that the conversation is equally distributed regardless of sex, ethnicity, religion, disabilities or age. This can be done by, e.g. having a moderator join the meeting or use technical aid Comment to nonconformities:	
Other:	☐ Support has been offered to people in need of help to fill out forms Comment to nonconformities:	
Consideration of the public health aspect:	☐ Serve fruit instead of pastries, conduct meetings standing if possible, not having too long meetings, organize meetings where there are public transportation routes or in bike- and walking distance Comment to nonconformities:	

Consideration of children:	☐ Obtain information and forward it when it comes to security and facilities Comment to nonconformities:	

Suggestions for material

- www.mfd.se (Department of participation)

- ESI-support

- Schyst!

- Jämställd kommunikation (Equal communication)

- Tillgänglig information och kommunikation (Avaliable information and communication)