

**SOCIAL  
INNOVATION  
COMMUNITY**

# **TOOL TEMPLATE: DESIGN YOUR AGENDA**

References:

## **How to set an innovation competition agenda?**

Complexity: easy

Time required: 1 – 2 hours

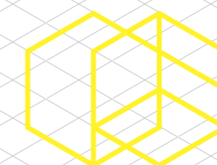
Material required: A4 papers, pens, post-its

## **What is it for?**

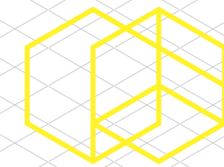
Design your agenda tool serves as an agenda preview for social innovation competition. This tool is designed to assist you systematize the event activities suggested in this training curriculum and that way help you manage the event from the organizational perspective.

## **How to use it?**

Use this tool as a basic template when structuring your event agenda. A simple table will give you an overview of the most important event elements such as workshop session, pitching ideas etc. Feel free to add your activities and enrich your event agenda with interesting guest speakers, expert lectures, best practice examples etc.



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## INNOVATION COMPETITION - DAY 1

### FORMATS:

EVENT KICK OFF  
Registration of participants,  
networking breakfast

OPENING WORDS  
Presenting the competition concept and schedule, short self presentation of judges and teams

1st WORKSHOP SESSION - REFINE YOUR IDEA  
Idea canvas tool card

DAY 1 TAKEAWAYS  
Final remarks

### DURATION:

45min - 1 hour

45 min – 1 hour

3-4 hours

30 min

## INNOVATION COMPETITION - DAY 2

### FORMATS:

NETWORKING BREAKFAST  
Gathering of participants, networking breakfast

WORKSHOP SESSION – PRESENT YOUR IDEA  
Head, Heart & Hands tool  
Idea Pitch preparation

PRESENTATIONS  
Short pitch presentation to judges and audience

VOTING  
Selecting the best ideas (see Judges Criteria) and /or Idea Voting Sheets method.

ANNOUNCING THE TOP IDEAS  
Announcing the top ideas which will go through an innovation process with the Innovation Center.

FINAL REMARKS  
Thank you note and further steps for selected  
Ideas.

### DURATION:

30 min

30 – 45 min  
3 – 4 hours

Depending on the number of ideas

Depending on the number of ideas

15 – 30 minutes

15 – 30 minutes