**Checklist for organising NeurotechEU activities at KI**

Please read through and respond to questions. Welcome to book a meeting with us for further information or to discuss the process. Please send the checklist to [neurotech@ki.se](mailto:neurotech@ki.se)

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| **Sender**  The responsible person for organizing the activity/event/call. |  |
| **Recipient/Target Group**  A well-defined target group to aid in marketing and channel selection |  |
| **Purpose and connection to NTEU**  Ensure the purpose is specific, measurable, achievable, and relevant.  Clearly state the connection to NeurotechEU. |  |
| **Description of activity**  Short presentation (200 words). |  |
| **Timeline/Deadline**  Specify deadlines for registration or application if required. |  |
| **Communication Channels/Advertising**  List all channels used for advertising (e.g., KI.se news, calendar, screens, newsletter) with links or attachments. |  |
| **Agenda/Programme**  Provide a link to the calendar event on KI.se or attach the programme. |  |
| **Cost**  Will there be a cost for participation? |  |
| **Funding**  How will the activity be funded? |  |
| **Monitoring and Evaluation**  Send surveys to participants and responsible persons after the activity. |  |
| **Participation**  Use webinar or KI survey to gather participant lists for feedback and reporting. |  |