

SCORE PROJECT
Sporting Cities Opposing Racism in Europe
CHECK LIST ONLINE EVENTS

- **Event location:** Zoom corporate account.

Mail: score.project22@gmail.com

Password: SCORE2022-24
- **Event dissemination** list according to the criteria and objectives of the event. See common SCORE database. Identify key entities in the different countries. Always take into account the gender perspective (include key women's organisations); disseminate among young people (associations, etc.); include organisations of migrants, refugees, ethnic minorities, etc.
- **Online registration.** Form type XXXXXXXXXXXXXXXX. Mandatory fields: gender (male/female/non-binary); country of the participants. These two data are requested by the EU in the WP justification reports. Add the questions related to personal data protection (transfer of images, data, etc.).
- **Banner on the SCORE website** and on the partners' website (see model).
- **Timetable of the event.** For online events, please take into account the timetable in order to be able to include other interested countries, for example from the USA or Latin America.
- **Info pack-materials** needed for the event:
 - Pre-event reading materials.
 - Agenda (see template)
 - Invitation (see template)
 - PWP presentation (see template)
 - Backstage (see template)
 - Break slide (see template)
 - Online evaluation questionnaire.
 - Certificate of attendance (see template)
 - Press release of the event
 - Dissemination through social networks (see which ones): template/hashtags # message



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- **Images and video:** all online events will be recorded in zoom (already programmed). Relevant screenshots will be taken for dissemination on social networks and to have verification materials of the activity. The videos will be edited with cover/back cover and logos and will be available on the SCORE website. Remember at the beginning that people who do not want to be in the video should have their camera turned off.

- **List of participants:** At the beginning of the session, attendees will be asked to rename their user name with the name of the organisation and the country. In this way zoom will be able to make an attendance list in which we can identify the entities/countries attending.

- **Fill in the WP/Event report "EVENT DESCRIPTION SHEET"** and send it to Getafe after the event in order to upload it to the EU platform. Keep all sources of verification of the event until the end of the whole project.