

## ON-SITE APPRENTICESHIP DAY

There are several ways to organize an **APPRENTICESHIP DAY**  
Here are some examples you can follow

### BEFORE

#### SEMINAR (max 2 hours including a break)

- + Interactivity with discussions and connections. Those attending are often engaged and open to network.
- Higher threshold to attend, if you're not initiated. Might be more difficult logistically to organize.

#### OPEN HOUSE (up to a day)

- + Lower threshold to attend. Easier with content and logistics. Even more opportunities to connect and network.
- Difficult to control who attends, difficult quality assurance in regards to content.

#### WORKSHOP (max 2 hours + 30 mins networking afterwards)

- + More active, with more interactivity. Smaller groups, easier to control.
- More demanding in regards to preparations and attendees.

### SHOWCASES

- + Easy content making. Peaks interest with success stories.
- Should be done in combination with one another alternative

- **Date, time and place:** Where will the event be organized? What time and how long.
- **Practical matters:** health, safety, bookings, licenses, parking, food & refreshments.
- **Venue:** access, IT equipment, spacious, enough restrooms March 2023 Involved persons (organizer, IT-support, lecturers/presenters, moderator, panel (if panel discussion during seminar), event staff.
- **Goal and objectives of the Apprenticeship day:** Why are we organizing the Apprenticeship day, what is the reason? How can we measure the goals for our event?
- **Target groups:** You need to consider the target group when planning the Apprenticeship day (where to market your event (places but also locally, regionally or nationally), what kind of event etc). How many participants do you expect?
- **Budget:** Take into consideration for example rental costs, catering, costs for speakers, materials, printouts, copyrights, marketing etc.
- **Invitation and marketing:** Make a small marketing plan for the Apprenticeship Day depending on the target group.
- **Program:** Make a detailed program of your day, with timings. How much time should you plan to show the RoadMap materials (the Guide, templates, Canvas....). Make sure the program is available on-site, to ensure that your attendees are informed and can follow throughout the day.

### DURING

Technical support: check who is reachable regarding technical issues

Material for the participants: Program, pens, paper

Documentation: Take photos, write texts and articles to use in marketing and social media

Take attendance

### AFTER

Follow up: Send out feedback/evaluation forms to the participants (on paper or online?)

Debriefing: Take a moment to sit down and discuss the event, what was good and what can we change? Did we meet the objectives?