

Flow of actions around the Exchange Mechanisms relevant for the NCP

<p>5 months prior to the event</p>	<ul style="list-style-type: none"> • The NCP drafts an invitation letter, an agenda and a text for the announcement of the PaSQ webpage • Follow the guidelines in the Implementation Support Tool in planning, executing and evaluating the EM
<p>4 months prior to the event</p>	<ul style="list-style-type: none"> • The NPC sends the invitation letter and agenda, and the announcement text to be published on the PaSQ webpage (WP2). • EB will approve the invitation and the programme before the documents is published.
<p>3 months prior to the event</p>	<ul style="list-style-type: none"> • The NCP creates the new event on the PaSQ Wiki according to the User Manual for Event Management Exchange Mechanism and the event is activated on the PaSQ webpage for registration. The invitation and the programme for the event are displayed on the PaSQ Wiki • The NCP gets an automated e-mail alert using PaSQ event telling that registration for a new EM has been opened. The NCPs should forward the e-mail alert to their PaSQ partners.
<p>During the registration period</p>	<ul style="list-style-type: none"> • The NCPs as EM event organizers (the hosting NCP) will have access to the registration list on the PaSQ Wiki • The NCPs as EM event organizers (the hosting NCP) must confirm registration through the PaSQ event manager
<p>2 weeks prior to the event</p>	<ul style="list-style-type: none"> • Registration for the event closes • The NCPs as EM event organizers (the hosting NCP) will have access to the final list of the registrations via the PaSQ event manager • A participant list is only visible to the organizer of the event and is automatically generated from the event's registration data. • If the hosting NCP wants to share other material with participants, it can be uploaded by using the event manager. If the material should be displayed on the public PaSQ webpage, it must be submitted to WP2 two weeks prior to the event
<p>Day of the event</p>	<ul style="list-style-type: none"> • Announce that it is a PaSQ EM • Use the PaSQ logo • Tell participants that they will receive an evaluation survey via email and motivate them to participate – it is essential for the monitoring of the exchange mechanism of PaSQ in terms of possible sustainability of activities post-PaSQ

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1 week after the event	<ul style="list-style-type: none">• The hosting NCP sends to all participants signed up for the event an e-mail with a link to the evaluation form using PaSQ event manager. It is done by pressing the button "Send Evaluation Notification"• The NCP has the possibility for access the evaluation data via PaSQ event manager. If participation rate is low for your event, please motivate participants to fill in the event evaluation survey
2 weeks after the event	<ul style="list-style-type: none">• The hosting NCP sends an automated e-mail reminder to all event participants to fill in the evaluation survey using PaSQ event manager• The NCP has the possibility for access the evaluation data via the PaSQ event manager. If participation rate is low for your event, please motivate participants to fill in the event evaluation survey
1½ months after the event	<ul style="list-style-type: none">• Evaluation information is in the PaSQ evaluation database. The NCP has access to the evaluation data of the event hosted by that particular NCP as soon as the participants submit their evaluation form. Please make sure to use the evaluation feedback from prior events if you plan new ones!
