

Activities STEM On Tour – Implementation Timeline

Timing	Organisational Phase	Key Activities
T-6 to T-4 Weeks	Early Planning	<ul style="list-style-type: none"> Book rooms or confirm school facilities (classroom, gym, theatre hall) Check institutional constraints for laptops, monitors, AV tools Recruit staff, speakers, alumni, and student ambassadors Allow extra time for alumni responses; aim to confirm participants by T-2 weeks Ensure diversity of voices (technician, librarian, counsellor) Begin communication and promotion to families and teachers
T-3 to T-2 Weeks	Content and Coordination	<ul style="list-style-type: none"> Finalise participant list Prepare slide decks, videos, demonstrations, workshop materials Test all technical setups Brief all presenters; ensure alignment with the overall narrative Organise a rehearsal for all speakers Maintain clear communication with the school to confirm logistics Register/upload event information on EU CodeWeek website (https://codeweek.eu)
T-1 Week	Final Preparation	<ul style="list-style-type: none"> Finalise brochures, flyers, QR codes, and marketing materials Prepare consent forms for photography/media Conduct a full run through of the visit-through of the visit Pack kits, devices, chargers, and workshop materials Prepare awards, certificates, and participation stickers
Event Day	Ice Breaker	<ul style="list-style-type: none"> Open with light, inclusive icebreakers (e.g., “Guess the Pathway”) Optional reflective prompt on early perceptions of Emoji check-in via survey app to gauge group mood-in via survey app to gauge group mood
	Formal HEI Presentation	<ul style="list-style-type: none"> Set expectations and outline the session flow Maintain an open, approachable tone Use clear, accessible language for students unfamiliar with HE pathways Encourage interaction throughout
	Q&A Session	<ul style="list-style-type: none"> Dedicate up to one third of the time to questions Include current students where possible for authentic insights Address concerns from both students and parents with clarity and reassurance
	Interactive Components	<ul style="list-style-type: none"> Deliver short workshops, coding challenges, engineering tasks, or demos Use pre-arranged teams to ensure inclusivity

		Provide certificates or stickers to reinforce participation and engagement
	Wrap-Up	<p>Invite feedback via QR code; provide printed forms if needed</p> <p>Conclude in a welcoming space (canteen, lounge, commons)</p> <p>Distribute brochures, programme guides, and highlight upcoming events</p> <p>Encourage future campus visits (Open Days, Discovery Days)</p> <p>Allow informal one-to-one conversations with students who prefer private questions-to-one conversations with students who prefer private questions</p>
T+1 to T+3 Days	Immediate Follow-Up-Up	<p>Send thank-you email to school contacts</p> <p>Share digital materials (slides, links, resources)</p> <p>Acknowledge student participation and highlight standout moments</p>
T+1 Week	Internal Debrief	<p>Review feedback and survey results</p> <p>Assess logistics, content flow, and team performance</p> <p>Identify improvements for future visits</p>
T+2 to T+3 Weeks	Sustained Engagement	<p>Share upcoming HEI events with the school</p> <p>Invite teachers to join newsletters, blogs, or dedicated events</p> <p>Maintain contact for future visits or collaborative activities</p>