

STEM In – Implementation Timeline

Timing	Organisational Phase	Key Activities
T-6 to T-4 Weeks	Early Planning	<ul style="list-style-type: none"> Room bookings and laboratory scheduling Coordination with campus services Advance notice for STEM spaces with safety or timetable constraints Recruitment of staff and student ambassadors Confirmation of availability and early briefing Invitation to schools to support promotion Decision on invitation method and registration process
T-3 to T-2 Weeks	Programme Finalisation	<ul style="list-style-type: none"> Finalisation of programme structure Preparation and testing of presentation materials Preparation and testing of laboratory demonstrations Preparation and testing of workshop content Briefing of all organising team members Clarification of roles and event flow Communication with visiting groups Alignment on logistics, group size, and special requirements Register/upload event information on EU CodeWeek website (https://codeweek.eu)
T-1 Week	Final Preparation	<ul style="list-style-type: none"> Finalisation of printed and digital materials Preparation of consent forms and disclaimers Preparation of safety guidelines and QR codes Full dry run of the event Testing of equipment for interactive components Preparation of awards and certificates
Event Day	Welcome and Orientation	<ul style="list-style-type: none"> Greeting visitors in a central, accessible location Use of orientation panels or monitors Introduction of the team Presentation of schedule and safety information Creation of a comfortable and welcoming atmosphere Administration of a demographic survey
	Campus Experience	<ul style="list-style-type: none"> Guided tours of STEM buildings Visits to lecture theatres and laboratories Demonstrations of equipment or research projects Workshops and hands-on activities STEM challenges Encounters with student societies or STEM clubs Industry partner testimonials
	Interactive and Reflective Moments	<ul style="list-style-type: none"> Coding tasks Engineering challenges Q&A sessions

		<p>Opportunities to express concerns and interests</p> <p>Supportive environment for exploration</p>
	Wrap-Up	<p>Reflection pathway for visitors</p> <p>Opportunity to think about experiences</p> <p>Discoveries and achievements</p> <p>Selection of follow-up handouts and informative materials-up hand-outs and informative materials</p> <p>Encouragement to attend future Open Days</p> <p>Promotion of online resources</p> <p>Clear closing message that reinforces accessibility and openness of higher education</p> <p>Administration of final feedback survey</p>
<p>Event Day</p> <p>Note: Individual Participation Events</p>	Individual and Family Open Days	<p>Flexible and personalised structure</p> <p>Diverse audience composition</p> <p>Dual focus on parents' practical questions and students' academic interests</p> <p>Self-directed or semi structured visit formats-directed or semi-structured visit formats</p> <p>Repeated sessions</p> <p>Clear signage and wayfinding</p> <p>Staff positioned across campus</p> <p>Flexible room management</p> <p>Accommodation of varied arrival times and visit durations</p> <p>Preparation for spontaneous questions and rapid room transitions</p> <p>Importance of student ambassadors</p> <p>Printed materials for self guided exploration-guided exploration</p> <p>Open campus atmosphere with informal seating and refreshments-campus atmosphere with informal seating and refreshments</p> <p>Value of industry partners for long-term career visioning-term career visioning</p>
T+1 to T+3 Days	Immediate Follow Up	<p>Send thank you email to school contacts, parents, and registered over-16 participants</p> <p>Share digital materials (slides, links, resources)</p> <p>Acknowledge student participation and highlight standout moments in owned media</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 on-campus events</p>
T+2 to T+3 Weeks	Sustained Engagement	<p>Share upcoming HEI events with schools, families, and participants</p> <p>Invite registered contacts to join newsletters, blogs, and social media</p> <p>Maintain periodic contact via email</p>