



# IDDS Participant Ex. Worksheet

## Participant Targeting

We want to help make sure you get the right type of participants you are looking for for your IDDS. This worksheet will help you think through the critical questions you need to decide on before creating and launching your participant applications.

### What will participants do at the summit?

Most people want to know what they will do at an event and/or what they are expected to do after an event before they apply to participate. **Please tell us in a paragraph or so what participants will do during your summit.** For an example, see below.

*Over the two-week period, participants will learn about the basics of the design process, waste management systems in general, and the current waste management system in Cali. Through team visits to several local stakeholder groups (waste pickers association, local stationary factory, city government office, etc.), participants will live and work with other participants from the city and around the globe to apply the design process to waste management systems by assessing the system, identifying a particular challenge, and co-creating a prototype of a sustainable technological solution. By the end of the summit, each diverse participant team will have created a basic prototype and business model for their proposed solution.*

### What type of participants are you looking for?

IDIN will use the information below when advertising and your team can use it for evaluating participants. Please distinguish eligibility criteria (required) from evaluation criteria (how participants will be assessed).



## Eligibility Criteria:

### Standard Criteria:

- Applicants must complete application on time – no late or incomplete applications will be reviewed.
- Applicants must be 18 years of age to apply.
- Applicants must be able to attend the entire Summit.

**Other criteria to consider (examples are illustrative only, please feel free to adjust and/or add detail applicable to the Summit you are hosting):**

- **Past Summit experience:** (ie: applicants should have no prior Summit experience as a participant)
- **Language:** (ie: must be able to speak English and Spanish)
- **Tolerance:** (ie: must be comfortable handling waste materials and working at waste sites with potentially hazardous materials;
- **Relevant experience:** (ie: minimum of two years of relevant volunteer or professional work experience)

## Evaluation Criteria

Each of the criteria below are critical to great IDDS. To help evaluate all the amazing applications you will receive, please indicate the percentage weight of each criteria for your summit. The total of the criteria should equal to 100%. If there is another criteria and question you wish to add, please add it to the final row.

Criteria	Potential Relevant Questions from Application	How much do you want to weigh this criteria?
IDDS Spirit and alignment	Why do you want to participate in the Summit? What are your personal goals and expectations of the experience?	
Enjoy creating things with their hands	Tell us about something you have made or created to solve a problem. Where is it now? (upload a picture, if possible)	
Team Player	Participants will work in diverse teams during the summit. Please tell us about a time you worked on a diverse team. What did you learn from the process?	
Relevant Experience / Project Ideas	Please describe any work, personal, volunteer or academic experience you	



	think will be relevant to this summit. How can these experiences or project ideas contribute to the Summit?	
Continuity	Please describe your commitments after IDDS and how you would follow-up with your work from the summit and/or what work you would like to do with the larger IDIN network.	
Other?		
<b>Total</b>		<b>100%</b>

## Geographic Mix

**How many participants will you be accepting?**

**How many participants will you accept on the waitlist?**

**Being mindful of your budget and type of summit, how many participants will be accepted from:**

The host communities:

The host country:

The host continent:

Other regions:

North America:

South America:

Europe :

Africa:

Asia :

Australia:

## Expertise Mix

**How many of each expertise you are hoping to select:**

Designers:

Engineers:

NGO workers:

Government workers:

Business or finance professionals:



Local entrepreneurs or shopkeepers:

Local Artisans:

Mechanics:

Farmers:

Domestic workers:

Health professionals:

Teachers:

Communications professionals:

Other professions or backgrounds:

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**How many students are you hoping to select?**

## Costs of Participation

Before someone participates in a program, they like to know how much it costs. **Please complete the matrix below including how much the registration fee and estimated visa fees are.**

Item	Amount (in USD)
<b>Subsidized Registration Fee (Room and board plus basic health insurance coverage during the summit.)</b> (typically we try to keep this around 20-25 USD/day or less)	
<b>Transport (Airfare or bus fare)</b>	<b>Varies per participant</b> - depending on where you are coming from. You can view sample airfares and purchase tickets at websites like <a href="http://www.kayak.com">www.kayak.com</a> .
<b>Passport</b>	<b>Varies per participant</b> - If you do not have a passport, you will need to acquire one to travel to _____. The cost of the passport will depend on your country of citizenship. Please see your local consulate.
<b>Visa – single entry</b>	
<b>Vaccinations, Medications, and Other Incidentals (such as phone, airtime, etc.)</b>	<b>Varies per participant</b> - Check with your local health provider for recommendations on malaria prophylaxis.
<b>Total</b>	<b>~\$XXX ~ \$XXX</b>

[1] This covers all meals, housing, and basic health insurance from arrival on \_\_\_\_ to departure on \_\_\_\_.



**Will there be any scholarship funding available? If so, approximately how much?** Typically, most summits reserve about 25,000 USD for scholarship flights and room and board.

## Organizations You Plan to Reach Out To

Based on the type of participants you have listed above, please list what organizations, groups, and/or listserves you plan to reach out to advertise about the summit.

## Reviewing Applications

**Who from the organizing team will be reviewing applications?** Several people across IDIN can help read and rate applications with your team. However, the actual decisions of who will move to the next round will be up to you and your team. Please confirm who will be reading those review numbers and making those decisions.

**When do you plan to meet to discuss applications?** Note, several rounds may be required, so it's good to have people mark their calendars now.

