

BIO 50

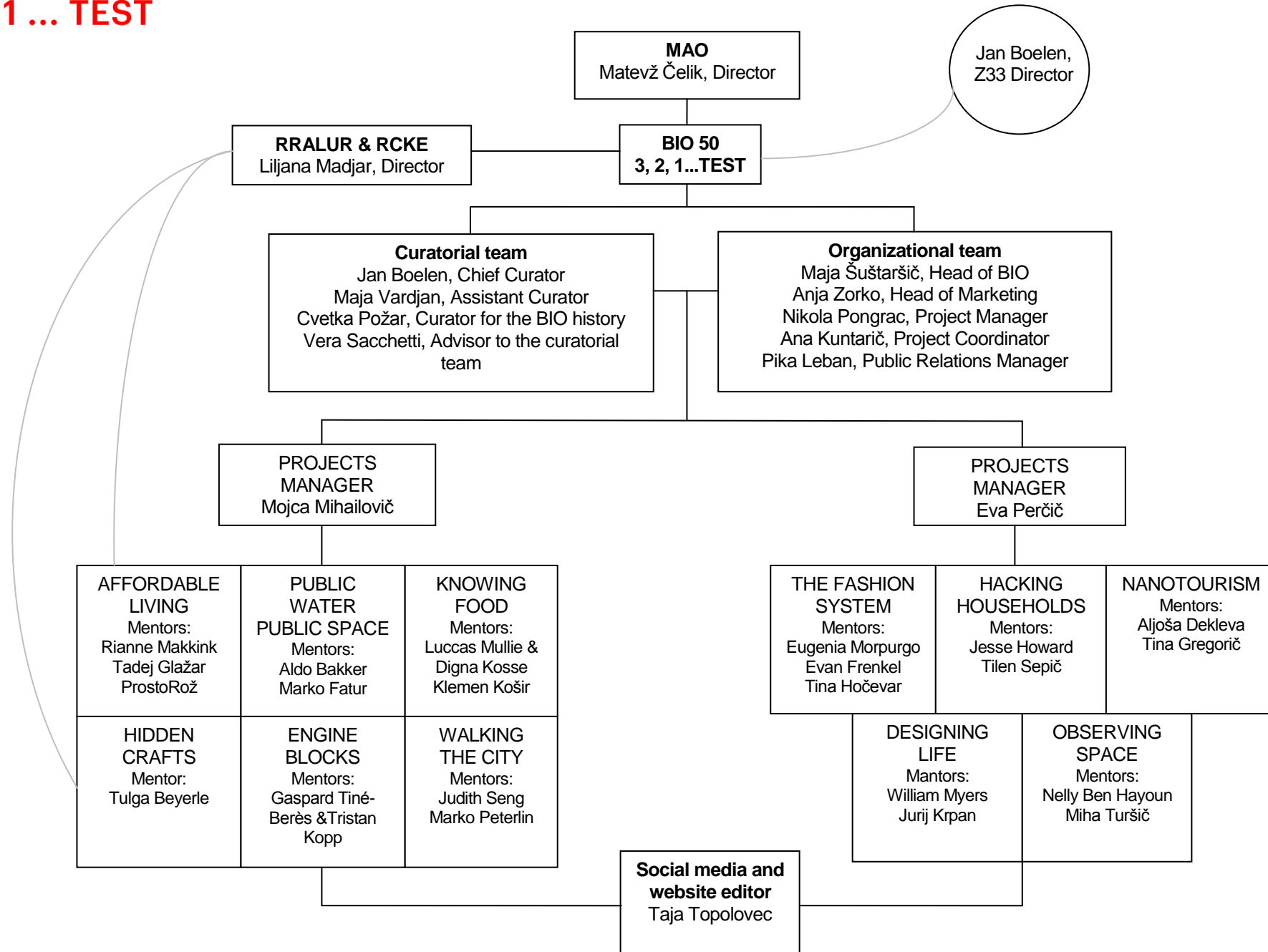
24th Biennial of Design
Ljubljana, Slovenia
18. 9.—7. 12. 2014

3, 2, 1 ... TEST

BIO 50 SURVIVAL KIT

- BIO 50 CONTACTS
- YOUR GROUP CONTACTS
- ORGANIZATIONAL CHART
- BIO 50 TIMELINE
- HOW WILL THE GROUPS WORK?
- COMMUNICATION WITHIN THE GROUP
- PRESENTATION AND DOCUMENTATION OF THE WORK PROCESS
- INTERNATIONAL COMMUNICATION
- JURY AND AWARDS
- BUDGET AND MANAGING FINANCES
- HOW TO ORGANIZE YOUR TRIP TO LJUBLJANA?

3, 2, 1 ... TEST



BIO 50 TIMELINE 2014

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|----------------------------|---|
| 13–14 February | Teamwork kicks-off |
| February–June | Groups working process |
| 9–13 April | BIO 50 at Milan Design Week |
| 8–9 May | Public Space and Quality of Life Conference (MAO) |
| 1–31 June | Groups are finalizing projects. |
| 27–29 August | Project delivery for the exhibition. |
| 1–13 September | Set-up of the BIO 50 exhibition. |
| 16–17 September | Jury meeting |
| 18 September | Opening event of BIO 50 |
| 19 or 20 September | BIO 50 Symposium |
| 18. 9. –7. 12. 2014 | Duration of BIO 50 |

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HOW WILL THE GROUPS WORK?

Till the end of the Kick-off team members will outline the following aspects:

- Definition of the project and achievable goals;
- Basic rules of collaboration within the group;
- Plan following meetings in Ljubljana or somewhere else;
- Set a timeline with milestones;
- Define each member's tasks and responsibilities;
- Plan budget expenditures for production.

COMMUNICATION WITHIN THE GROUP



Facebook Group

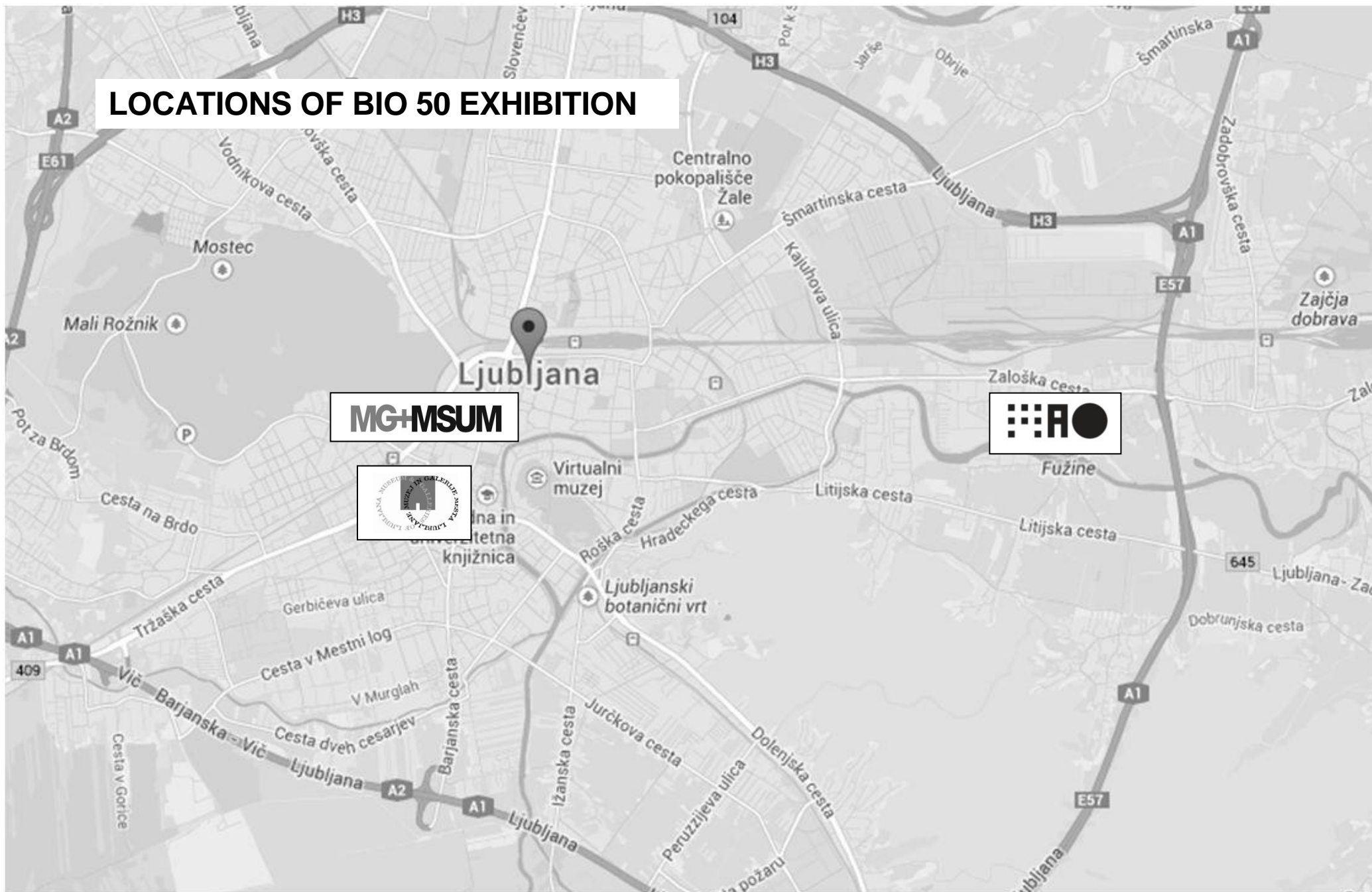


Google Drive



Google Calendar

LOCATIONS OF BIO 50 EXHIBITION



**INTERNATIONAL COMMUNICATION,
JURY AND AWARD FOR BEST COLLABORATION**



Alice Rawsthorn



Konstantin Grcic



Saša J. Mächtig

BUDGET AND MANAGING FINANCES

Expenses covered by group budget:

- Materials for workshops/meetings.
- Materials for the production.
- Production costs.
- Travel expenses during workshops/meetings for the purpose of team work (does not include travel and accommodation expenses to and from BIO 50 gatherings).
- Taxes.
- Administration fees (currency conversions, Agency fees, customs, bank fees...).

Covered by BIO 50 budget:

- Exhibition costs: exhibition construction and layout, descriptions, prints ...
- Photography and video – within the budget limits.
- Mentors travel expenses – within the agreement for the coverage of costs.