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