



# How to Add a Demo Event to the NEFERTITI Platform?

- 1 Go to Nefertiti Demonstration Platform: <u>nefertiti-</u> <u>h2020.eu/NefertitiPortal/#!/app-h/networks</u>
- 2 Login as Hub coach (mail + password)
- **3** Choose your Network (your thematic)
- **4** Choose your Hub (your country)
- 5 Click on "change description" and describe your Hub global challenges and objectives for 2019 => copy paste the Part A1, A2, A3 from the Hub Campaign Plan word document
- 6 Click on "Add Event" on the agenda
- 7 Add an Event on the agenda
- 8 Answer to form

The Event form will be placed on every Hub page, just before the calendar. The icon for the form is presented below:

### Add event

The access is given just to registered users.

The questions that will be displayed are:

- 1 Name of event
- 2 Beginning of event (date + time)
- 3 End of event (date + time)
- 4 Where your event will take place?
  - In a farm
  - In an organization
  - Online

If "farm" is chosen, then a drop-down list is presented with following answers:

- Farm 1
- Farm 2
- Farm n
- Farm not registered please provide exactly name and address of the farm (note: If you want to register farm, please click here and fill a survey.)

If "in an organization" is chosen, a drop-down list is presented with following answers:

- Organization 1
- Organization 2
- Organization n
- Organization not registered please provide exactly name and address of the organization (note: If you want to register farm, please click here and fill a survey.)
- 5 Could you precise the main contents and objectives for this event? (max 200 characters)
- 6 Please translate main contents and objectives for this event in English.

#### 7 Who is the main event organizer?

#### Please choose just one answer

- You as Hub Coach or your organization
- The host farmer
- Supply chain company
- Farmers' organization
- NGO/charity and/or other agricultural development organization
- Private/public extension or advisory service
- Project activity
- Other, please specify:

### 8 Who are the funders of the Event? Multiple responses possible, please choose all that apply:

### Funded by the farmer

- Supply chain company funded
- Public funded (regional, national, EU...)
- Charitably/NGO funded
- Farming organization funded
- Advisory service funded

#### 9 The demonstration provided is? Please choose just one answer:

- Free to all participants
- Free to members of the organizing group/network/program
- At a charge to all participants

### **10** What are the main goals of the event? Multiple responses possible, please choose all that apply:

- Innovation uptake (practices, machinery, tools...)
- Farmer and rural networking
- Local economic development
- Improved environmental conditions
- Competitiveness/Productivity
- Regulatory compliance/Policy implementation
- Other, please specify:

- 11 How many participants do you expect? Please choose just one answer
  - <20
  - between 20 and 50
  - between 50 and 100
  - between 100 and 200
  - >200
- 12 What is the target audience? Multiple responses possible, please choose all that apply
  - Farmers
  - Farm employees
  - Public or Private advisers
  - Consumers
  - Supply chain actors
  - Researchers
  - Students
  - Policy makers

## **13** How do you promote your activity /event? Multiple responses possible, please choose all that apply:

- Mailing list
- Website(s)
- Social media
- Newspaper
- Radio
- TV
- Leaflet and poster
- SMS
- Other, please specify:
- 14 What is the source of the objects or practice(s) demonstrated? Multiple responses possible, please choose all that apply:
  - Farmer's own innovation
  - A research-led innovation
  - An industry- led innovation
  - Other, please specify:

- 15 Which are the typical demonstration methods used during the demonstration events? Multiple responses possible, please choose all that apply:
  - Oral presentations/seminar ('expert'-led)
  - "Demonstration display"(e.g. equipment, machinery)
  - Farm-field walks
  - Videos
  - On-line tutorial
  - Hands-on experience/training sessions/workshops
  - Interactive discussion (e.g. facilitated group discussions, round table, ...)
  - Other please specify:
- 16 Who are the main presenters/facilitators during the demonstration events? Multiple responses possible, please choose all that apply:
  - Farmer
  - Public/Private advisor(s)
  - Researcher
  - Students
  - Policy maker
  - Funder
  - Supply chain actor
  - Other please specify:

At the end, option for document upload is foreseen:

Documents related to event

🔈 Add file	5	Add	file	
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In questions that foresee multiple answers, they can be chosen by holding "CTRL" during choosing answers. Alternatively, they can be chosen one by one, without "CTRL"