June 2023

Technical assistance for

ORGANIZATION OF THE T&T COMPETITION

# BEFORE THE COMPETITION

## Financing

* Take steps to identify sponsors and organizations that will sponsor the competition and related events

## Advertising and communication

* Prepare everything to publicize the event and the closing ceremony in particular
* Draw up invitations (both for speeches and just for attendance) to authorities, partners, institutions ...

## Thinking out the theoretical presentation

Make contact with a person who can present a "scientific" work for the T&T competition (time available: about 1h30)

## Considering side events

Prepare everything related to side events

* Exhibition
* Workshops
* Press conference, ...
* Provide English/French translation during the T&T competition

## Information for the judges by email in French and English

* Give a reminded of the deadline for sending books taking part to the competition
* Communicate the address where the books for the competition must be sent
* Call back the phone number and email address of the contact person if needed
* List of hotels (of various prices) including respective distances
* Give the exact address of the competition venue
* Transfer directions to the venue where the competition takes place
* Directions to the nearest airport and train station and directions to the venue where the competition takes place
* The different routes can be shared
* Prepare the schedule and agenda for the days of the competition (in collaboration with Patricia the president)
* Prepare notebooks for T&T members in which they can put their annotations and notes while evaluating books. It is recommended to have the reference of the book number, the title, the author and the country on each page already
* Remind of the deadline for sending books that are part of the competition
* Locate venues for dinners (a dinner is usually offered by the organizing country, although there is no obligation)
* Anticipate and possibly prepare a guided tour of the center that hosts the competition and a possible guided tour of the city
* Plan coffee breaks, snacks during competition days (for about 10/12 people)

## Receiving books

* Set up labels to put on the books (they will be removed from the books at the end of the *competition* without causing any damage) with T&T year (2024) and assigned number
  + Title, author, country and type-approval number
* Put in a transparent pouch:
  + - * A sheet: location of the competition (e.g. T&T Padova 2021)
      * Put the ranking number of each book
      * Add the text in English and French.
* Books as well as English and French texts must be marked with labels to be attached/detached with number.
* An Excel table must be completed that includes for each book: the number, the country of origin, the title (in the original language), the title (in English), the author, a space for the jury’s vote and a column for the total number of votes.
* Prepare multiple tables with Excel to use for future votes
* As the packages containing the books arrive, open them and check that they are complete (book + registration form + text in English and French). If something is missing, report it to LDQR who will contact the country's referent.

INFORM REPRESENTATIVES OF THE NEED TO INCLUDE A REGISTRATION FORM AND DOUBLE TRANSLATION WHEN SENDING THE BOOK. To be put in the rules

* Take pictures of each page of the books to be put on the site

## Layout of the meeting/competition room

### Arrange the space

* + - * U-shaped or rectangular tables for approx. 10/12 people
      * + name tags
      * Flipchart
      * Paper pad
      * Video projector/PC/screen (for scientific report)
      * Shelves or tables to place books for consultation

### Folders for members containing:

* + - * Exercise book
      * List of books
      * Program of the meeting
      * City map, transport information, for dinner,
      * Paper
      * Pen
      * Prepare the tags (with name/surname of the members) to be placed on the table during the competition (for the allocation of seats)
      * Sat in numeral order and grouped by 10 (e.g. books from 1 to 10, then from 11 to 20, etc.) with limits

## Materials for the award ceremony

* Preparation of TYPHLO&TACTUS favorite cards
* Order the trophy with the usual items:
  + - * “TYPHLO&TACTUS [year]”
      * The location of the competition
      * The logos
      * The different flags
    - A mock check for the first prize if a funded prize is provided by the organizer (no obligation)

## Anticipating the closing ceremony

* The award ceremony
* *Space*
* The buffet (sponsors)
* The guests
* The photographer
* List of people for the speech
* Translator
* Microphone
* PC with screen
* Connection... with the outside

# DURING THE COMPETITION

* The president arrives a day ahead to help
* Prepare the room, books, etc. as noted above.
* Be the relay person for T&T members
* Ensure the well-being of guests
* Prepare coffee breaks (mid-morning and mid-afternoon)
* Offer a dinner to T&T members (it's a habit not an obligation)
* Organize a tour of the welcoming institution and possibly a guided tour of the city
* Prepare Excel tables with a list of numbering, title, author, country of competing books, as the different selections continue, made by a secretary to give back to each judge
  + After each selection, reorganize the books by reassembling them on tables or shelves in groups of 10 (example : from 0 to 10, then 11 to 20, …) with the help of the president and other members; helping hands are always welcome

# AFTER THE COMPETITION

* Request bank details from the winners of the *competition* and arrange the bank transfer if needed
* Return the books to the relay organization of the different countries and, if necessary, add a trophy or a *favorite*)
* Return the books of the exhibition (if an exhibition has been made) to the countries that made them available
* The president's letters will be sent by email to each relay of the countries (congratulations, the general mail with the strengths and weaknesses, the mail for the favorites)
* Send books to authors/contact persons after the competition. Your proposal of a single package.
* Organization of the "Coup de chapeau" Award

# COSTS TO BE BORNE BY THE ORGANISING COUNTRY

(has the right to rely on possible "sponsors" or supporters for the various costs)

* Travel, accommodation and meal expenses for the President of the T&T Group
* Room provided for the meeting and the closing ceremony
* Invitation of VIPs
* Follow-up set up via internet if possible

(Who has the right to rely on possible "sponsors" or supporters for some particular costs):

• Room provided for the meeting and the closing ceremony, invitation of VIPs, follow-up set up via internet if possible

• Coffee break during the competition and refreshments during the ceremony

• First prize (500 €) (funded prize, at the organizer’s discretion)

• Cost of a plaque/trophy for the first 3 winners (*produced by LDQR*), or perhaps proposed by the organizer approved by the team (Bob's trophy was magnificent)

• A dinner for the judging members of the competition (usual)

• Costs related to the scientific report (payment of the speaker’s services, translation)

• Stationery material (notebooks, pens, paper...)

* All expenses related to "side" events, and the award and closing ceremonies (refreshments, translation).