

🕒 Time	Task Name	Description	Materials Needed	Assigned Person / people	👤 Supervisor	Remarks
7:00	Venue & Tech Setup	Arrange tables/chairs; set up stage, banners, sound system, projector; test Wi-Fi & backups	Tables, chairs, banners, mic, speakers, projector, HDMI cables, ext. cords, backup router	Oussema Chakroun & Logistics team members	general coordinator	Ensure power strips behind stage; label all cables
7:30	Team Briefing	Quick huddle to hand out task lists, review flow, safety rules, emergency contacts	Printed task lists, name tags, messenger group , numbers	Baha Eddine Melki	general coordinator	confirm everyone's phone numbers , connection and availability in the group
8:00	Welcome Desk Setup	Prepare check-in station with badges, agendas, swag bags; table signage for guests vs. participants	Badges, agendas, stickers, pens, pc ...	Meriem Chakroun & registration team	general coordinator	Separate "Guest" and "Trainer" badge piles
8:30	Registration & Badge Distribution	Check in attendees; direct to seating; hand out welcome kits	Participant list (print + pc), badges, pens	Registration Team	Registration Lead	Offer bottled water; note any dietary restrictions
9:00	Opening Remarks	Host (presenter) welcomes everyone; acknowledges association reps, ISIMM admin, trainers; runs through agenda	Mic, slide deck, timer	Yosr & Yassine (Speakers)	general coordinator	Display association/university logos on first slide
9:15	Guest Welcome & Certificates	Invite association president and ISIMM dean on stage; present "Thank You" certificates	Pre-printed certificates, frames or folders	Protocol Officer	Logistics Lead, general coordinator	take photos , document the moments
9:30	Parallel Workshop Session 1	Three tracks in parallel: 1) Web3 & Blockchain fundamentals; 2) UI/UX basics (Figma); 3) AI-Driven Industry (NLP, Gen)	Laptops (or confirm bring-your-own), Wi-Fi, sample code files	Mme Sonia-Yosr Mdemegh & Workshop Team	Workshops Coord.	Ensure all participants have the necessary software ; distribute USB sticks; group photo after session ends; Closing Remarks & Feedback Forms
12:00	Pause-Café + Pause Musicale	Serve coffee; tea; snacks; live background music	utensils, plates; reserved table setting Coffee urns; tea station; pastries	Nadine Malayah + hospitality/food team	Logistics Lead	Music volume low; VIP table for guests & trainers
13:30	Parallel Workshop Session 2	Two tracks in parallel: 1) Hedera ecosystem & tech deep-dive; 2) Deep Learning fundamentals & hands-on	Laptops (or confirm bring-your-own), Wi-Fi, sample code files	Mme Sonia-Yosr Mdemegh & Workshop Team	Workshops Coord.	Ensure software installed;group photo after session ends;Closing Remarks & Feedback Forms
17:00	Competition Briefing (Amphi)	Move registered competitors to amphi; brief on rules; judging criteria; reveal competition theme	Printed briefs; slide deck; mic	Yosr & Yassine (Speakers)	general coordinator, Competition Coord.	Only competitors(can't move outside);
17:30	Transit to Library & Check-In	Escort teams to library; check-in; assign workstations; distribute competition kits (USB; notepads; pens)	Competition kits; nameplates; table assignments	Meriem Chakroun &Registration Team	Competition Coord.	Confirm final headcount; adjust seating as needed Confirm Wi-Fi access;
18:00	Competition Kick-Off	Official start of hack-style competition	Timer display; Slack/Discord channel for Q&A	Meriem Chakroun	general coordinator	Record start time
19:00	Dinner Service	Serve plated dinner to association reps, ISIMM admin, and all members	plated meals; utensils; water;	Nadine Malayah + hospitality/food team	Logistics Lead	Confirm headcount;
1:00	Night Pause-Café & Mood Booster	Serve hot drinks; energy snacks; run "Brain Break" (5-min stretch or lightning quiz)	Coffee; tea; energy bars; quiz sheets or mobile quiz link	Nadine Malayah + hospitality/food team	Competition Coord.	Prize for quiz winners (e.g., "Midnight Snack Pack")
1:30	Competition Continues	Teams work overnight; volunteers monitor noise levels & ensure safety	check if there are any needs	Meriem Chakroun	general coordinator	Provide water
7:30	Submission & Cleanup	Collect digital submissions; clear desks; pack personal belongings	online submission portal	Meryem Chakroun	general coordinator	Confirm all teams submitted
8:00	Event Close	thank participants, guests, trainers, volunteers	Digital/Printed certificates;	Presenter + Competition Coord.	Competition Coord.	Group photo; social-media shout-out
8:30	Venue Clean-up & Debrief	Pack AV gear; clear trash; collect lost & found; quick volunteer debrief & thank-you	Boxes; trash bags; cleaning supplies	All Organization team	Logistics Lead, general coordinator	Note lessons learned for next bootcamp