

Partner Manual SNiC 2023: CreativIT

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Emergency contact

Siem van den Tweel (**Main Contact**): For any inquiries, assistance, or information during the congress, you can contact Siem van den Tweel at

[+31850805443](tel:+31850805443)

Introduction

About SNiC 2023: CreativIT

SNiC aims to spread knowledge about the theoretical and business applications of Information and Communication Technology. This year's edition takes place in Utrecht, and covers the following topics: Anticipate, Create, and Innovate. In other words, the creativity that is necessary to develop and innovate within IT.

Event Schedule

Key Dates and Times

Date: November 29th			
Address: Westkanaaldijk 7, 3542 DA Utrecht			
Time start	Time end	What	Where
07:30	09:00	Arrival	Jutekelder
07:30	09:00	Stand-set up	Loods 5, 6, 7, Kalvermelk 1
09:30	10:30	Arrival attendees	
10:30	11:45	Opening session	Copraloods
11:45	12:15	Coffee break	Loods 5, 6, 7, Kalvermelk 1
12:15	13:15	Round 1	*SD: Silo 36, BC: Meelzolder
12:45	13:15	Lunch break (companies)	Loods 5, 6, 7, Kalvermelk 1
13:15	14:15	Lunch break	Loods 5, 6, 7, Kalvermelk 1
14:15	15:15	Round 2	*SD: Silo 36, BC: Postkamer
15:15	15:45	Coffee break	Loods 5, 6, 7, Kalvermelk 1
15:45	16:45	Round 3	*SD: Silo 36, BC: Douchelokaal
16:45	17:15	Coffee break	Loods 5, 6, 7, Kalvermelk 1
17:15	18:30	Closing session	Copraloods
18:30	20:30	Dinner + drinks	Loods 5, 6, 7, Kalvermelk 1
20:30	21:30	Stand breakdown	Loods 5, 6, 7, Kalvermelk 1
*SD: Speeddates, BC: Business Case			

Registration and Badge Collection

Starting at **7:30**, Siem will welcome partner employees, guide them in the right direction, and assist them in picking up their badges at the check-in. Beforehand, the employees' names have been registered through email, and they should correspond with the badges at the location.

Workshop and Presentation Schedule

Time start	Time end	What	Where
12:15	13:15	Round 1	
Who:	Joris	ING speaker	Loods 8
	Lukas	Booking business case	Meelzolder
	Siem	Speeddate session 1	Silo 36
14:15	15:15	Round 2	
Who:	Joris	Conclusion speaker	Loods 8
	Siem	Nedap business case 2	Postkamer
	Luc	Speeddate session 2	Silo 36
15:45	16:45	Round 3	
Who:	Joris	InfoSupport speaker	Loods 8
	Luc	AIVD business case 3	Douchelokaal
	Lukas	Speeddate session 3	Silo 36

Venue Information

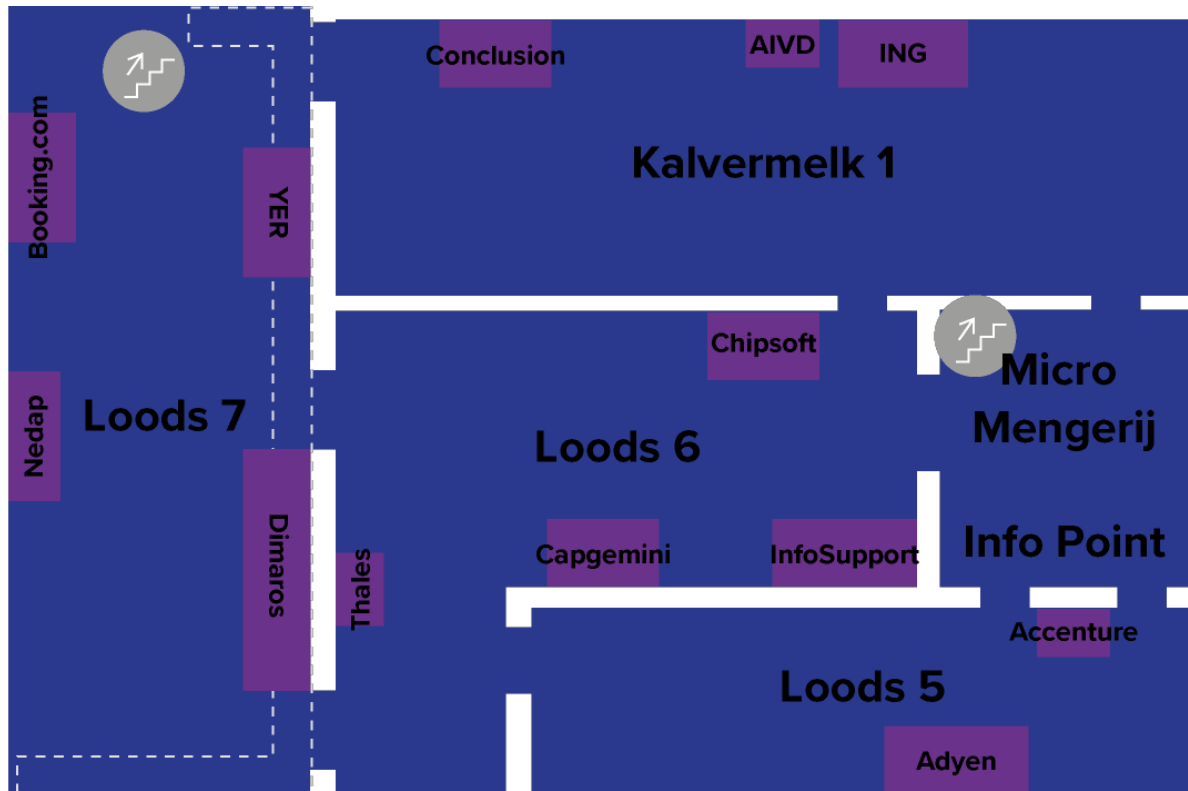
Venue Location and Map

The congress will take place at DeFabrique, located at Westkanaaldijk 7, 3542 DA Utrecht. This industrial location offers ample space to accommodate the 800 attendees. A graphical map of the venue will be provided to give a clear idea of the layout. This map layout is hopefully definitive for the company stands, but this cannot currently be guaranteed due to safety regulation. If there are any changes, this will be informed as soon as possible.

Congress location:



Business stands & Catering:



This image is not perfect up to

Stands allocation

The stands will be situated in Loods 5, 6 and 7 and Kalvermelk 1. Specific locations for each company's stand can be found on the provided map. During both the setup and breakdown phases, a helper will be available to guide companies to their designated spaces.

Stand Set-up Guidelines and Specifications

When setting up stands for the congress, it's crucial to adhere to the established guidelines to ensure a smooth and well-organised event. Here are the key points to keep in mind:

1. **Boundary Tape and Layout:** Companies are required to set up their stands within the designated boundary tape provided. The boundary tape demarcates the permissible area for each stand. This not only ensures that each company has their defined space communicated beforehand, but also contributes to the overall neatness and orderliness of the event.
2. **Set-up Time and Date:** The set-up process is scheduled between 07:30-09:00 on the 29th of November. This time slot has been allocated to allow ample time for companies to set up their stands before the start of the congress.
3. **Stand Locations:** The specific locations for each company's stand are clearly marked on the provided map. Companies can refer to the map to locate their designated areas within Loods 5, 6, and 7 and Kalvermelk 1. The map provides a visual representation of the venue layout, aiding in easy navigation.

4. **Committee Assistance:** In case companies require any assistance during the stand set-up process, a committee member will be available to provide guidance and support. This committee member is knowledgeable about the venue and its layout, and they can offer assistance if companies encounter any challenges while setting up their stands.
5. **Communication and Safety:** Clear communication is essential throughout the set-up process. Companies should maintain communication with the committee members if they need help, have questions, or encounter any issues. Additionally, while setting up, it's important to prioritize safety. Ensuring that stands are stable, materials are secured, and any potential hazards are mitigated contributes to a safe environment for all attendees.

Wi-Fi Access and Connectivity

Wi-Fi access will be available at the venue. Attendees will be able to connect to the provided Wi-Fi network for seamless connectivity during the event. The Wi-Fi information is as follows:

Username: wifi=defabrique

Password: defabrique

Stand Breakdown Guidelines

Here are the key points to consider during the stand breakdown process:

1. **Timing and Considerations:** To prevent any disruptions or hindrance to attendees, the stand breakdown should occur during specific time slots. Companies have the option to begin the breakdown process either during the final keynote session (from 17:15 to 18:30) or after the drinks (from 20:30 to 21:30). These designated time slots have been chosen strategically to ensure that breakdown activities do not coincide with active sessions or networking opportunities.
2. **Orderly and Efficient Breakdown:** Companies are encouraged to carry out the breakdown process in an orderly and efficient manner. This involves disassembling stands, packing up materials, and clearing the designated areas within the boundary tape.
3. **Waste Disposal and Clean-Up:** As a component of the breakdown procedure, it's imperative for companies to handle waste disposal in a responsible manner. It is expected that any waste produced during the breakdown is appropriately placed in assigned waste receptacles. Notably, due to the nature of event management at DeFabrique, instances of lost and found items often cannot be retained and are scheduled for disposal on the following day. However, please be aware that small items deemed as lost and found will be taken into consideration by the committee, but no items should be left behind.
4. **Assistance and Queries:** Similar to the set-up phase, committee members will be available to provide assistance and guidance during the breakdown process. If companies have any questions, need assistance, or encounter challenges while

dismantling their stands, committee members are there to help ensure a smooth breakdown.

Electrical Power Availability and Usage

Each company will have access to a power outlet of 220V by default. If a company requires more power or a different voltage, this should be communicated in advance. It's important for companies to promptly communicate their power needs to ensure adequate arrangements are made.

Material on-premise

During the Congress, it is assumed that all materials necessary for the stands are provided by the companies themselves. The stands will be provided as empty spaces, allowing companies to design them according to their preferences. If companies do require materials to be supplied by the Congress, please reach out to us well in advance, and we will explore the available options to ensure that the arrangements are manageable.

Speeddates

How Does it Work?

Speeddates offer a unique opportunity for meaningful interactions between companies and students. These sessions provide a platform for informative discussions and valuable connections. Below is a detailed outline of how the speeddates will be organized:

Speeddate Timeslots:

Speeddates will be organized into five distinct rounds, each lasting 1 hour. During each round, companies will be allocated time slots where they will get to speak with 10 students per round. The following are the time intervals within a round:

- Round 1: 12:15-13:15 (Six consecutive 8-minute interactions)
- Round 2: 14:15-15:15 (Six consecutive 8-minute interactions)
- Round 3: 15:45-16:45 (Six consecutive 8-minute interactions)

This is an example of how the schedule will look without the participants filled in

Round 1	12:20-12:28	12:30-12:38	12:40-12:48	12:50-12:58	13:00-13:08
Dimaros - 1					
Dimaros - 2					
Chipsoft - 1					
Chipsoft - 2					
Booking.com - 1					
Booking.com - 2					
Nedap - 1					
Nedap - 2					
InfoSupport - 1					
InfoSupport - 2					
Conclusion - 1					
Conclusion - 2					
Break					
Break					

Participants:

Companies will be represented by at least two employees in each round. These representatives will engage in 8-minute one-on-one conversations with students. To help you prepare, we will send out the students' CVs in the upcoming week.

Ensured Student Engagement:

Our commitment to delivering value ensures that each company will have the opportunity to engage with a diverse group of students, thereby enriching the overall experience.

Employee Attendance:

We kindly request that companies designate at least two employees to participate in the speeddates. Given that these sessions are organized into distinct rounds, it's essential that employee schedules are planned thoughtfully, taking into consideration break times.

Speeddates Guidelines:

The primary objective is to engage in constructive one-on-one conversations, covering topics like job market orientation, work environment insights, and employment expectations. Please maintain a formal tone and avoid any form of discrimination or inappropriate content.

CV and Participant information:

Registration for the speeddating sessions closes on November 1st. On the same day, we will distribute a form to all attendees, asking them to specify any company preferences and whether they would like to share their CVs with the companies involved in the speeddates. Following this, we will arrange the speeddating schedule and promptly send all pertinent information to the companies taking part.

Speed date Schedule

A comprehensive schedule with specific timings and participant names will be provided closer to the event date, enabling efficient planning and coordination.

Speakers & Business Cases

Speaker registration

Similar to other speakers, company speakers can register at the check-in point and will be personally guided by Joris 15 minutes prior to the start of their presentation. The talks will all be in Loods 8.

Speaker schedule

Time start	Time end	What	Where
12:15	13:15	ING speaker	Loods 8
14:15	15:15	Conclusion speaker	Loods 8
15:45	16:45	InfoSupport speaker	Loods 8

Business case registration & how-to

Similarly, business case speakers register at the check-in point. Beforehand, from **08:00 to 08:30**, it is possible to set-up the business cases if necessary. 15 minutes before the business case, the responsible committee member will pick up the speaker and guide them to the space where the business case takes place. In the table below are the starting times, end times, location, and who will be responsible for guiding the speaker.

Time start	Time end	What	Where	Who
12:15	13:15	Booking.com business case 1	Meelzolder	Lukas
14:15	15:15	Nedap business case 2	Postkamer	Siem

15:45	16:45	AIVD business case 3	Douchelokaal	Luc
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Scanner Information and Guidelines

Account Setup and Platform Access

Early on in November, you will receive an activation key via email. This key is essential for setting up your company's account on <https://snic-creativit.nl>. Simply visit the website, enter the activation key, and complete the registration process. The account is designed to be shared among your company's employees who will be attending the event. It grants access to our web platform, where you can find the dedicated QR code scanning page. With this account, employees are able to scan the QR code badges of participants, linking their data automatically to your company. At the end of the conference, we will share the list of participants you've scanned.

QR Code Badges

Attendees will be wearing badges adorned with individualized QR codes around their necks. These QR codes hold essential participant information. Before scanning, it's crucial to ask the attendees for their permission to scan their QR codes and to confirm that they consent to the sharing of their data.

[Image Placeholder for QR Code Badges]

Scanning Procedure

1. **Login:** Use your mobile device to log in to your company's specific account on <https://snic-creativit.nl>. [Image Placeholder for Login Step]
2. **Navigate:** Once logged in, proceed to the dedicated page explicitly designed for QR code scanning within the platform. [Image Placeholder for Navigation Step]
3. **Scan:** Activate your mobile device's camera function to scan the QR code displayed on the attendee's badge. Make sure to obtain the attendee's permission before scanning. [Image Placeholder for Scanning Step]
4. **Verification:** Upon successful scanning, a notification will populate your screen, providing you with brief details about the attendee for immediate reference. [Image Placeholder for Verification Step]
5. **Automatic Linking:** The system will then automatically link the scanned information to your company's account, allowing you to easily access it later. [Image Placeholder for Automatic Linking Step]

Post-Event Data Reporting

After the event concludes, all the scanned attendee information is aggregated into a single Excel file and will be sent to your company.

Pre-Event Testing

Prior to the event, we offer you the chance to conduct test scans to ensure the QR code scanning functionality meets your expectations. A sample QR code for testing purposes is provided below; feel free to scan it to get a sense of the process. Should you encounter any technical issues during these test scans or during the actual event, our dedicated support team will be available throughout the day to provide immediate assistance.

[Placeholder for Your Personal QR Code]

Contact Information

Congress Organizers and Committees

Effective communication is vital throughout the congress, and having access to the right contacts ensures a seamless experience. Here's the key information you need for reaching out:

- Siem van den Tweel (**Main Contact**): For any inquiries, assistance, or information during the congress, you can contact Siem van den Tweel at [+31 8 50805443](tel:+31850805443)
- Lukas Stemerding (**Secondary Contact**): If Siem van den Tweel is unavailable, the call will automatically be forwarded to Lukas Stemerding.
- Victor Severijns (**Tertiary Contact**): If, for any reason, you are unable to reach Siem or Lukas. The call will be directed to Victor Severijns.

Having these contact options ensures that you can quickly connect with the right individuals to address any queries, concerns, or needs that may arise during the congress.