

CC Open Day 2025 Simulation

Friday - May 9

TIME	ACTIVITY	PERSON/PEOPLE RESPONSIBLE	NOTES
	Place all personal items in boxes, label them and bring them into storage	Operations Team with help from volunteers	Allocated rooms: Ground - Operations Teams ex office 1st floor - Graphics office 2nd floor - Design studio 3rd floor - Costa office
	Placing equipment on each desk. Equipment includes: - Screen - Laptop - Keyboard - Mouse - Dongle - 2 Chairs	OD Mentors	
	Place participant paper and pens	Operations Team	3 papers per pair set on every team table
	Make sure everything is clean	Operations Team + Jase/Ole/Sara	
	Company wide announcement	Dijana Gulakova	Send this to OD general only, and invite the people that are in the organization for OD. Mentors, Floaters, Presenters, Helpers.
	Put soft drinks in fridges so they are cool for the event	Operations Team	
	Make sure floors are numbered	Operations Team	
	Get Base 42 ready	Operations Team & OD Presenters	Place the chairs for participants
	Organize and make the Ground floor ready for the Embedded presentation	Operations Team	
	Make sure every laptop and charger used is labeled and tied with an owner	OD Mentors with help from Ops Team	Operations Team to provide Krep Traka and markers to every mentor to label their equipment

Saturday - May 10

TIME	ACTIVITY	PERSON/PEOPLE RESPONSIBLE	NOTES
7:00 AM	Operations Team arrives at the office	Mario Stojceviski, Dijana Gulakova Iliina Mojsovska Jasna Mishevska	
7:00 AM	Get breakfast	Pavlina Buchevska and Ilija Boshkov with	
7:30 AM	Do a once over to make sure everything is set up and clean	Operations Team - all	
7:45 AM	CC People arrive	Mentors, Floaters, Presenters, Helpers	Everyone gathers at the 1st floor kitchen
8:00 AM	Greet the barista and set them up at the entrance at Base42	Pavlina Buchevska	
7:45 AM - 8:15 AM	We grab coffe and breakfast together	Mentors, Floaters, Helpers, Operations Team	
8:15 AM - 8:30 AM	Every mentor checks their own desk to make sure everything is in order and reports back to Ops team if something is missing	OD Mentors	
8:15 AM - 8:30 AM	Presenters checks if everything is working properly in Base42 and Embedded floor for the presentation	OD Presenters	Pavlina Buchevska to make sure we have 2 microphones
8:45 AM	Iliina goes down to prepare check in the participants. [The participants have the location, agenda and ops phone numbers previously. We greet and send participants to Base42 to grab some coffee before the event starts.]	Iliina Mojsovska	
9:00 AM	Check In Starts		
9:00 AM	Operations team greets the catering and helps to set it up if needed. They also take the kojopojis and put them in the Old Operations Team office.	Dijana Gulakova Pavlina Buchevska Mario Stojceviski	
10:00 - 10:15 AM	The prep team reviews the teams spreadsheet and if needed rearranges the interns on the floors they are supposed to be working on and shares that with the OD Presenters and Mentors.	Ilija Boshkov Stefan Sheva Popovski Vera Radoeshka	Meeting in a specific room and people. Ground floor ex Operations office
10:00 AM	Presentations start	OD Presenters	
10:00:00 - 10:30 AM	Company Presentation	Kiril Kupanov Dushko Klincharov Tomislav Ignjatov	
10:30 - 11:00 AM	Open Day Presentation	Jana Miceva	
11:00 - 11:15 AM	After Company and OD Perspective presentations are done, last presenter gathers the participants attention and tells them that the embedded participants should gather and start moving up the stairs, to the ground floor where their presentation will be held. They also tell them that the floor is just above Base42 and that the Operations team will help them navigate if needed.	OD Presenters & Operations Team	
11:00 - 11:15 AM	Operations team helps the Embedded group and sits them down for the Embedded presentation on the Ground floor	Operations Team	
11:15 - 12:00 PM	Technical Presentation	For Embedded: Kristina Kalamukoska& Bojan Milevski For Software: Nikola Dinevski	
12:00 PM	A few minutes before the last presentaion is done, all the floaters moves up to their floor. After the technical presentation is done, the last presenter tells all participants that they are putting a spreadsheet up on both of the screens, and every intern needs to find their floor. They tell them that after they are at their floor, we will have a 30 minute break so they can mingle around (however stay on their designated floors) and get some coffee and food. They tell the participants that, people from the Operations Team will help them find their floor if needed.	OD Presenters	
12:00 AM - 12:30 PM	Operations team guides the interns to their floors. All the mentors have their lists and are waiting for the interns at the door. Coffee Break	Operations Team and OD Mentors	Coffee Break
12:30 - 1:00 PM	When they gather in the open ocean space, one of the mentor asks for a moment of scilence. Every mentor says their own name and the names of his team. Then they sit them down at the corresponding places.	/	
1:00 PM	Challenge starts	/	
2:00 PM	Operations team cleans out Base42 and removes all chairs and desks for the after event party	Operations Team	
1:00 - 5:00 PM	Operations team makes sure that: - We have the setup ready for playing some music and greets the DJ - Greets the food providers and makes sure that the are ready to go and agrees on serving time - Make sure that all tables and cups and drinks are down in Base42 - Make sure the drinks are cold - When the party starts make sure that there are drinks at all times in the fridges, if not bring more from the kitchen fridges	Operations Team: Iliina Mojsovska responsible for the DJ responsible for Jojo: Jasna Mishevska	
5:00 PM	Challenge is done		
5:00 PM	Every mentor is responsible to guide their team to Base42 for the after party, explaining that we would have food and drinks there. Every mentor is responsible to let the Ops Person for their floor that they finished and are going down to Base42	OD Mentors Operations Team: Ground Floor: Mario Stojceviski 1st Floor responsible: Dijana Gulakova 2nd Floor responsible: Iliina Mojsovska 3rd Floor responsible: Jasna Mishevska	
5:00 - 5:30	All attendants go in the basement from the entrance through the stairs The operations team locks all the main doors from 1st floor and above.	/	
5:30 PM - 6:00 PM	Operations team makes sure that we collect all of the equipment from the ground floor and locks it in the Operations Team old office. Important: All the mentors and floaters need to gather their personal belongings and take it with them before leaving their floors. They should also tell this to all their participants so they do not forget their care packages and personal belongings. One of the presenters gives final words	Operations Team & OD Mentors	Note that all the laptops and chargers that are used are labeled so we can find and distribute them back quickly.
5:30:00 PM - 5:35 PM	The person who gives the final words needs to make sure that they get a confirmation from every floor responsible person that everyone from the floor has left and is in Base42.	OD Presenters - TBD	
5:35 PM - ...	We play music and hang out	/	