





## CREATIVE BUREAUCRACY FESTIVAL DIGITAL KICK-OFF DAY WORKSHOP

13 March 2025

These are your **key tasks**. Detailed instructions are available on the following pages.

1. **Submit Workshop Information Form** – Fill out a questionnaire to provide us with all the details relating to your workshop.
  -  **Submit Here:** [Questionnaire](#)
  -  **Deadline:** **31 January 2025**
2. **Submit Speaker Information Form (Optional)** – Fill out this questionnaire for any speakers (max. 4) you want featured with a profile on our website linked to your session page.
  -  **Submit Here:** [Questionnaire](#)
  -  **Deadline:** **31 January 2025**
3. **Prepare Your Digital Workshop** – The Digital Workshops are self-hosted, 90-minute sessions taking place in one of four time slots on 13 March 2025. Organisers must submit their online workshop link by 31 January 2025 for inclusion in the programme calendar. Time slot details are in your confirmation email sent on **21 January 2025**. Workshops run as a part of the livestreamed Digital Kick-Off Day programme: German-language sessions from 09:00 to 13:30 CET and English-language sessions from 14:30 to 18:00 CET.
4. **Promote Your Digital Workshop** – Please wait until **mid-February**, when the full programme is announced, before starting promotions. Once the programme is announced, we encourage you to share your workshop within your professional networks and via social media. Our team will provide promotional materials via the [Information for Speakers Section](#) on our website.

### Stay Updated!

The [Information for Speakers](#) page on our website will be constantly updated with the latest information.

### Further Resources

- [Downloads Page](#) – Access our festival one-pager and logo files.
- [Creative Bureaucracy Festival 2025 \(5 June, Berlin\)](#) – Find full event details.
- [Subscribe to Our Newsletter](#) – Stay updated with the latest news.

## 1. SUBMIT YOUR WORKSHOP INFORMATION

 **Submit Here:** [Questionnaire](#)

 **Deadline:** **31 January 2025**

The workshop information form will request the following information:

- Workshop Title: (max. 100 characters)
- Session Description: (max. 1,500 characters)
- Participating Organisations: List the organisations involved in your project
- Link to Online Workshop: Provide us with the link to an online meeting (e.g. Zoom, MS Teams) that will be used for the digital workshop. We will take care of registrations and getting participants the session link!
- Max. number of Participants: We will add 30 percent extra spaces to your max number to account for our standard no-show rate.
- Image or Project Photos: – For promotional graphics (*include copyright details*)
- Website/Social Media Links: (optional)
- Logo: (optional)

## 2. SUBMIT SPEAKER INFORMATION FORM (OPTIONAL)

 **Submit Here:** [Questionnaire](#)

 **Deadline:** **31 January 2025**

The speaker information form is an **optional form** that should be completed by any speakers you want featured on your session page in our online programme. The form should be completed once per speaker with a maximum of four speakers. The form will request the following information.

- Name: The name that should appear online.
- Organisation: Which organisation should be attached to your profile.
- Role: Your role/title within the above organisation.
- Country/Region: The country/Region of the organisation.
- Email: Your preferred Email to receive important updates.
- Bio: Written in third person singular and a maximum of 1500 characters including spaces.
- Portrait Photo: Include copyright details.
- Website/Social Media Links: (optional)

### 3. PREPARE YOUR DIGITAL WORKSHOP

The Digital Workshops will be self-hosted on the session organiser's platform of your choice.

Each Digital Workshop slot is 90-minutes long and will take place in one of four blocks across 13 March to suit different time zones. Each time slot will have three digital workshops.

**You can find the information regarding which block you have been offered in your confirmation email from the Creative Bureaucracy Festival team on 21 January 2025.**

The Digital Workshops will run intertwined with and after our **livestreamed programme**, which features project showcases of creative bureaucracy in action across the globe.

#### Digital Kick-Off Day Programme

- **09:00 – 13:30 CET:** German-language sessions (DACH region focus)
- **13:30 – 18:00 CET:** English-language sessions (International focus)

#### Digital Workshop Schedule

- **10:30 – 11:30 CET:** Digital Workshop Group 1
- **14:30 – 16:00 CET:** Digital Workshop Group 2
- **18:00 – 19:30 CET:** Digital Workshop Group 3
- **19:30 – 21:00 CET:** Digital Workshop Group 4

We encourage you to **block your calendar for as much of the day as possible** to participate fully in all programme elements.

### 4. PROMOTE YOUR DIGITAL WORKSHOP

It is important for you to mobilise your community to participate in your Digital Workshop. Share your session on the social media channels of your institution and in your professional networks to encourage engagement. We have one small request—**please hold off on promoting your workshop until we officially announce the full programme in mid-February**. We want to make a big splash together!

Our Creative Bureaucracy Festival team will send you the exact announcement date and provide promotional materials via the [Information for Speakers](#) section of our website.

## 5. KEY DATES

<b>Beginning of February 2025</b>	Registration for Digital Kick-Off Day opens
<b>Mid-February 2025</b>	Digital Kick-Off Day programme goes live
	Ongoing social media and newsletter promotions begin
<b>Early March 2025</b>	Community voting for favourite Project Showcases starts (approximately two weeks before the Digital Kick-Off Day)
<b>13 March 2025</b>	Digital Kick-Off Day (Online)
<b>5 June 2025</b>	Creative Bureaucracy Festival (Berlin)

### Further Questions?

Visit our [Information for Speakers](#) website for more information and FAQs or contact us via [programme@creativebureaucracy.org](mailto:programme@creativebureaucracy.org).