

# SAMPLE AGENDA



## DAY 1 – EVENING KICKOFF

**Focus:** SPARK Evening Session

**Time:** 5:00 PM – 8:00 PM

**Location:** University Room

|                                    |                   |
|------------------------------------|-------------------|
| <b>DINNER AND TEAM ASSIGNMENTS</b> | 5:00 PM – 5:30 PM |
| <b>WELCOME &amp; SAFETY MOMENT</b> | 5:30 PM – 5:50 PM |
| <b>PROGRAM OVERVIEW</b>            | 5:50PM – 6:00 PM  |
| <b>TEAM BUILDING ACTIVITY</b>      | 6:00 PM – 6:30 PM |
| <b>TEAM BREAKOUT SESSION</b>       | 6:30 PM – 8:00 PM |

## DAY 2 – PROBLEM STATEMENT FOCUS & FINAL PITCHES

**Focus:** Problem Statement Ideation, Presentation Preparation, Final Pitches

**Time:** 8:00 AM – 6:00 PM

**Location:** University Room

|   |                       |
|---|-----------------------|
| <b>BREAKFAST / WELCOME / DAY-OF OVERVIEW</b>                  | 8:00 AM – 8:15 AM     |
| <b>SAFETY MOMENT</b>  |                       |
| <b>TEAM BREAKOUTS</b>   | 8:15 AM – 12:00 PM    |
| <b>LUNCH</b>  | Available at 12:00 PM |
| <b>TEAM BREAKOUTS</b>   | 12:00 PM – 3:15 PM    |
| <b>FINAL PRESENTATIONS DUE</b>                                | by 3:15 PM            |
| <b>PRESENTATION PRACTICE / RECONVENE IN PRESENTATION AREA</b> | 3:15 PM – 3:45 PM     |
| <b>FINAL PITCHES / PRESENTATIONS</b>                          | 3:45 PM – 5:45 PM     |
| <b>JUDGE DELIBERATION</b>                                     | 5:45 PM – 6:00 PM     |
| <b>AWARD PRESENTATIONS / CLOSE OUT</b>                        | 6:00 PM               |