



Checklist Process/Timeline

Constantly

- Announce in newsletter that the request for participation will be send out in January (ICMCI)
- Include pre-announcement above on website separately (ICMCI/CON)

Between 01.02.2019 and 01.07.2019	– Appointment of participation of the IMCs and motivation or nomination of participants (up to 10 per country)
01.03.2019 to 15.07.2019	– Submission phase online (www.constantinus-international.com)
Until 01.07.2019	– Appointment of jurors (participating IMCs)
19.07.2019 to 30.08.2019	– Jury evaluation online
30.08.2019 to 01.10.2019	– Preparation of the Award Ceremony
October 2019	– Award Ceremony

After the Award Ceremony

- Mailing Press release to ICMCI and the hosting country (CON)
- Photos within 2 days after the ceremony to ICMCI and CON (hosting country)
- Sending press release within 3 days after the ceremony to the distribution list (ICMCI/CON)