

event endorsement criteria checklist

international
council of
design

Purpose and Objectives

- Does the event have a clear and meaningful goal?
- Is the target audience well-defined?
- Does the event align with ICoD's mission and values?

Event Planning

- Is there a clear theme or topic?
- Is the format suitable for the event's objectives (e.g., workshops, exhibitions)?
- Is there a realistic and detailed timeline?

Ethics and Professionalism

- Are all practices transparent and ethical?
- Are participants and contributors fairly credited?
- Are intellectual property rights respected?

Accessibility and Inclusion

- Is the event accessible to all, including people with disabilities?
- Are diverse perspectives represented among speakers and participants?
- Are materials provided in multiple languages if applicable?

Financial Responsibility

- Is there a clear and fair budget?
- Are any participation fees reasonable and transparent?
- Are sponsorships ethical and aligned with the event's values?

Communication and Promotion

- Is there a clear and concise Call for Participation?
- Does it include objectives, key dates, and participation criteria?
- Are promotional efforts reaching a broad and relevant audience?

Speaker and Content Selection

- Are speakers qualified and diverse?
- Are clear guidelines provided to speakers and contributors?

Logistics and Venue

- Is the venue accessible and sustainable?
- Are technical requirements like AV and internet well-planned?

Sustainability

- Are efforts made to minimize environmental impact?
- Are local and ethical suppliers prioritized?

Evaluation and Transparency

- Is there a system to collect feedback from attendees?
- Are outcomes and learnings documented?
- Will results and impact be shared publicly?

ICoD Standards Compliance

- Does the event adhere to ICoD's ethical and professional guidelines?
- Are the following documents ready for endorsement review?
 - Event objectives and theme
 - Budget and funding sources
 - List of speakers and timeline
- Does the jury composition, if applicable, reflect diversity in gender, geography, age, and cultural perspectives?

This checklist serves both as a guide for event organizers and a tool for the ICoD event Endorsement Committee to evaluate endorsement eligibility. To apply please use the QR code to fill the application form.

Questions? Contact us: endorsements@theicod.org

