

Entry help for submitting events on the KTUR innovationX platform

Unfortunately, it is not possible for users to save an uncompleted event as draft for later review on the innovation-transfer.eu platform. Therefore, we would like to provide an overview of the information you require in order to submit your event.

It is recommended to write the information in a text document and then copy it into the submission form. This should help you to prepare such that no further information must be collected during your actual event submission and be doable in an efficient manner.

Do you have any questions about the KTUR platform InnovationX?

Then please fill out the "Contact" form on the site. We will get in touch with you as soon as possible.

If any questions pertaining your individual event submission come up during the process, the last field in the submission form will allow you to attach them for the moderators to read.

The manual for the platform as well as this document you can download on the platform:

<https://www.innovation-transfer.eu/get-involved/>

Form-field	Remarks / Predefined options									
Event title										
Link of the event website	<i>Format: https://...</i>									
Target group	<i>If uncertain rather select more than too few. More than one selection is possible.</i>									
	<table border="1"> <tr> <td>Industry representative</td> <td>Intermediary</td> <td>Scientist</td> </tr> <tr> <td>Start-up</td> <td>Student</td> <td>Other</td> </tr> </table>	Industry representative	Intermediary	Scientist	Start-up	Student	Other			
Industry representative	Intermediary	Scientist								
Start-up	Student	Other								
Field	<i>More than one selection is possible</i>									
	<table border="1"> <tr> <td>Continuing education</td> <td>Scientific exchange</td> <td>Start-up know-how</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Continuing education	Scientific exchange	Start-up know-how						
Continuing education	Scientific exchange	Start-up know-how								
Format	<i>More than one selection is possible.</i>									
	<table border="1"> <tr> <td>Conference</td> <td>Fair</td> <td>Networking event</td> </tr> <tr> <td>Pitch</td> <td>Talk</td> <td>Workshop</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> </table>	Conference	Fair	Networking event	Pitch	Talk	Workshop	Other		
Conference	Fair	Networking event								
Pitch	Talk	Workshop								
Other										
Modality	<i>Only one selection is possible.</i>									
	<table border="1"> <tr> <td>Online</td> <td>Hybrid</td> <td>In-Person</td> </tr> </table>	Online	Hybrid	In-Person						
Online	Hybrid	In-Person								
Host country	<i>More than one selection is possible</i>									
	<table border="1"> <tr> <td>Switzerland</td> <td>France</td> <td>Germany</td> </tr> </table>	Switzerland	France	Germany						
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Language	<i>More than one selection is possible</i>									
	<table border="1"> <tr> <td>English</td> <td>French</td> <td>German</td> </tr> </table>	English	French	German						
English	French	German								
Cost										
Free of charge?										
Standard fee + [Currency]										
Additional remarks on costs	<i>You may list different fees per participant group, lodging and transportation cost, etc.</i>									
Time										
Number of event days	<i>Number of days during which your event takes place.</i>									
Date	<i>A minimum of one date should be entered (including a timeframe on said date). If you have many event days, you should at least provide the first and last.</i>									

Description	
Short event description	
Event description	<i>You can do basic formatting.</i>
Things to know (optional)	<i>Please provide additional requirements e.g.: Health and safety guidelines or max. number of participants.</i>
Speaker (optional)	<i>You may add multiple speakers.</i>
First name	
Last name	
Description (optional)	
Picture (optional)	<i>Recommended image size > 240x240 pixels. Please prepare copyright information.</i>
Media	
Featured image (optional)	<i>High resolution is recommended. Please prepare copyright information.</i>
Event PDF (optional)	<i>E.g.: flyer, brochure, etc.</i>
Proceed to Organizer & location	<i>If something is amiss the form should jump to the field where there is a problem.</i>
Add event organizer	<i>Try to find your organisation in the list and only add a new organization (name + logo) when necessary. You can add multiple organizers.</i>
Event location (optional)	<i>If you enter a location, you will be required to provide a name and a postal address. You can add multiple locations.</i>
Comments / Questions (optional)	<i>This section is sent to the editor/moderator alongside your submission request. This will not be published. Use it if you have any issues with your submission.</i>