

## Checklist Process/Timeline

### Before end of 2017

- 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 01.01.2018 and 01.07.2018	– Appointment of participation of the IMCs and motivation or nomination of participants (up to 10 per country)
22.01.2018 to 15.07.2018	– Submission phase online ( <a href="http://www.constantinus-international.com">www.constantinus-international.com</a> )
Until 22.06.2018	– Appointment of jurors (participating IMCs)
20.07.2018 to 26.08.2018	– Jury evaluation online
27.08.2018 to 10.10.2018	– Preparation of the Award Ceremony
Between 16.10. and 19.10.2018	– 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)