TTA WBS												
		Pre-event Even						nt Post-event				
Task	responsible	month 1	month 2	month 3	month 4	month 5 month 6	1,2 or 3 days	month 1	month 2	month 3	month 4	Additional Information
determining the annual host of the event												
forming the steering committee												
Determining priority areas and industries												
Determining the terms of financial support												
finalizing the financial support framework												
call for sponsorship												
selecting sponsor												
Defining the general framework of the award												
Developing a detailed media plan												
designing and promoting the prize poster												
specifying the general and specific criteria for evaluating the award												
call for technology transfer contracts and posting the general conditions and registeration form on the dedicated award website												
forming the scientific committee												
selecting the winners												
informing the award winners												
Specifying a short list of the best contracts												
Inviting the shortlisted participants												
planning sessions and selecting event topics												
informing the subjects of panels to public												
determining the place and time of the award ceremony												
Venue preparation (online and on-site facilities)												
holding the event												
preparing reports for each part/ documenting												
media management												
holding award ceremony												
preparing lessons learned from the event												
preparing the event report												