



KWAME NKRUMAH UNIVERSITY OF
SCIENCE AND TECHNOLOGY

LOCAL BROKERAGE EVENT 2026

Connecting Talent, Innovation Hubs and Organisations for Hands-On Learning and Employability

DATE

Friday, 31 July 2026

TIME

8:00 AM – 4:30 PM

VENUE

KNUST, Kumasi (Venue to be confirmed)

AUDIENCE

Undergraduate & postgraduate students, HEI innovation hubs, organisations and ecosystem actors



EVENT CONCEPT NOTE, PROGRAMME AND IMPLEMENTATION PLAN

Prepared for KNUST event coordination and implementation

Planning basis

This plan adapts the UNIHUBS D4.3 Action Learning Scheme for a one-day KNUST Local Brokerage Event. It retains the prescribed welcome, local ecosystem round table, hands-on opportunity presentations, matching, reflection and follow-up elements, while expanding them into a full-day operational programme.

1. EVENT AT A GLANCE

Purpose

The event will convene KNUST undergraduate and postgraduate students, HEI innovation hubs, startups, public and private organisations, digital innovation professionals and academic staff to activate the local innovation ecosystem and connect students to structured hands-on opportunities.

Primary objectives

- Connect students with local startups, innovation hubs, enterprises, public institutions and community-based organisations.
- Showcase real-world innovation challenges, social innovation challenges, internships and virtual mobility opportunities.
- Facilitate structured dialogue on the Ghanaian innovation ecosystem, barriers to student participation and the integration of entrepreneurial thinking into university learning.
- Collect students' ranked preferences and produce a transparent student–opportunity matching list.
- Strengthen long-term KNUST–innovation hub–organisation partnerships for employability, applied research and experiential learning.

Proposed participation targets

Participant group	Minimum	Operational target	Stretch target	Notes
KNUST students	30	60	80	Target mix: ~70% undergraduate / 30% postgraduate
Academic staff / HEI representatives	10	12	15	Facilitators, supervisors and programme representatives

Participant group	Minimum	Operational target	Stretch target	Notes
Innovation hub / DIH representatives	10	12	15	Presenters, exhibitors and opportunity owners
Organisations / industry / public sector / NGOs	6	10	15	Hosts for challenges, internships and projects
Total attendance	56	94	125	Final number depends on venue capacity and budget

Inclusion target

The source framework requires female student participation above 25%. For KNUST, use a stronger operational target of at least 40% women and ensure representation across disciplines, levels of study and students requiring accessibility support.

Core deliverables

- One Local Brokerage Event conducted and documented.
- A curated catalogue of at least five hands-on opportunities; stretch target: eight or more.
- Completed student preference forms and a preliminary student–opportunity matching matrix.
- Attendance register, photographs, speaker presentations and event materials archived.
- Participant satisfaction and event evaluation data collected.
- Post-event report with lessons learned, confirmed matches, next steps and partnership actions.

2. ONE-DAY PROGRAMME

Proposed running time: 8:00 AM–4:30 PM. The programme preserves the UNIHUBS core sequence—welcome, round table, hands-on opportunity presentations, preference selection, reflection and next steps—while adding registration, networking, an opportunity marketplace and structured matchmaking.

Morning programme

Time	Session	Purpose / activity	Lead	Output
8:00–8:45	Registration & networking breakfast	Check-in; colour-coded name badges; opportunity catalogue; QR codes for agenda, preference form and survey; informal student–organisation networking.	Registration Lead	Verified attendance

Time	Session	Purpose / activity	Lead	Output
8:45–9:15	Welcome note & icebreaker	Opening remarks by KNUST/ UNIHUBS coordinator; event objectives; participant introductions; interactive “skills and opportunities” icebreaker.	MC / Coordinator	Shared expectations
9:15–9:35	UNIHUBS Action Learning briefing	Explain innovation challenges, social innovation challenges, internships, virtual mobility, selection process, dual mentorship and post-event timeline.	Programme Lead	Participants understand process
9:35–10:35	Round table: Local innovation ecosystem	Three panellists discuss ecosystem opportunities, skills gaps, barriers, entrepreneurship in curricula and how HEIs/hubs/organisations can co-create student experiences; moderated Q&A.	Panel Moderator	Priority issues captured
10:35–10:50	Refreshment break	Networking and booth setup.	Logistics Lead	Transition
10:50–12:20	Hands-on opportunity pitches	Six representatives; 15 minutes each: 10-minute opportunity pitch + 5-minute Q&A. Each pitch must specify challenge, skills, deliverable, duration, capacity, mentor and eligibility.	Pitch Facilitator	Opportunities understood
12:20–12:50	Open Q&A & marketplace briefing	Clarify opportunities; explain booth rotations, matching rules, preference form and deadline.	Matching Lead	Matching instructions
12:50–1:40	Lunch & networking	Hosted networking by theme/ sector; organisation–student conversations.	Hospitality Lead	Connections initiated

Afternoon programme

Time	Session	Purpose / activity	Lead	Output
1:40–2:40	Opportunity marketplace	Exhibition booths / themed tables for opportunities. Students rotate, ask detailed questions and collect opportunity codes.	Opportunity Owners	Student fit explored
2:40–3:25	Structured matchmaking clinic	Students submit top three preferences; quick eligibility checks; optional five-minute speed conversations for shortlisted students.	Matching Team	Preference data captured
3:25–3:45	Break & data quality check	Registration/matching team checks incomplete forms and missing consent.	Data Lead	Clean dataset

Time	Session	Purpose / activity	Lead	Output
3:45–4:15	Closing, reflection & next steps	Key insights; live poll; student/host reflections; matching and follow-up dates; appreciation; closing remarks.	Coordinator / MC	Evaluation completed
4:15–4:30	Group photograph & departure	Official photograph, media interviews and controlled close-out.	Media Lead	Event record

Round-table composition

- One KNUST academic/innovation leader.
- One innovation hub/startup ecosystem representative.
- One organisation/industry/public-sector representative.
- Moderator with strong facilitation skills and a rapporteur to capture action points.

Required opportunity pitch format

Pitch element	Required content	Maximum time
Organisation & context	Who you are, sector, problem area and why the opportunity matters.	1 minute
Opportunity statement	Clear challenge/internship/project title, objective and expected contribution.	2 minutes
Student role	Tasks, required/preferred skills, eligible disciplines/levels and team size.	2 minutes
Learning & mentorship	Learning outcomes, workplace mentor, academic supervision and available resources.	2 minutes
Deliverable & timing	Expected output, duration, mode, location, milestones and assessment.	2 minutes
Call to action	Capacity, application requirements and contact person.	1 minute
Questions	Focused clarification from participants.	5 minutes

3. OPPORTUNITY PIPELINE AND STUDENT MATCHING

Opportunity portfolio

KNUST should secure a minimum of five well-defined opportunities before the event. A balanced portfolio is preferable so that students from different disciplines and levels can participate.

Opportunity type	Illustrative scope	Target no.	Student capacity	Required brief
Innovation challenge	Digital product, process, data, AI, engineering, health, agriculture, education or business innovation problem.	2	4–8 per challenge	Innovation Challenge Brief
Social innovation challenge	Community, inclusion, sustainability, public service or social-enterprise problem.	1	4–8 per challenge	Social Innovation Challenge Brief
Local internship	Structured placement in a hub, startup, firm, public institution or NGO.	2	1–3 per host	Internship Template
Virtual mobility / project	Remote cross-institutional or organisation-based project.	1	2–5 per host	Virtual Mobility Template

Opportunity acceptance criteria

- The problem/opportunity is real, current and relevant to organisational or community needs.
- Scope, duration, mode and student capacity are explicit.
- Expected learning outcomes and final deliverable are measurable.
- A named workplace mentor is available and agrees to regular check-ins.
- The host can provide relevant data, tools, access or contextual support.
- Eligibility criteria are fair and do not unnecessarily exclude disciplines or student groups.
- Confidentiality, intellectual property and safeguarding requirements are stated in advance.

Student matching workflow

1. Pre-event profiling

Collect each student's programme, level, skills, interests, availability, preferred mode and accessibility needs.

2. Opportunity coding

Assign a unique code to every opportunity and publish a one-page summary before the event.

3. Event exposure

Students attend pitches and marketplace conversations; opportunity owners clarify fit and capacity.

4. Preference submission

Each student ranks three opportunities and provides a short motivation statement.

5. Eligibility review

Matching team checks discipline/skill fit, availability, host capacity, inclusion and conflicts of interest.

6. *Host consultation*

Where demand exceeds capacity, host organisations review anonymised or standardised student profiles.

7. *Matching decision*

KNUST approves a match, waitlist or alternative recommendation; decisions are documented.

8. *Confirmation*

Student, host and academic supervisor sign/acknowledge scope, learning outcomes, communication schedule and deliverables.

9. *Placement launch*

Dual mentorship begins, with documented check-ins and reflection logs.

Matching decision criteria

Criterion	Weight	Score	Evidence
Motivation and relevance to career/ learning goals	25%	1–5	Student statement
Skills or disciplinary alignment	25%	1–5	Programme, portfolio, experience
Availability and commitment	20%	1–5	Student declaration
Opportunity-specific requirements	15%	1–5	Host criteria
Team balance, inclusion and developmental value	15%	1–5	Matching committee review

Decision rule

Use the matrix to support—not replace—professional judgement. Record reasons for oversubscribed placements, provide alternatives, and maintain a reserve list to manage withdrawals.

4. GOVERNANCE, STAFFING AND RESPONSIBILITIES

Recommended organising structure

Role	Core responsibilities	Named person	Event-day location
Event Patron / Senior KNUST Representative	Institutional support, opening/closing remarks, high-level stakeholder engagement.	TBC	Main hall
Event Coordinator	Overall accountability; approvals; partner coordination; programme control; issue escalation.	TBC	Control desk

Role	Core responsibilities	Named person	Event-day location
Programme Lead / MC	Run of show, speaker briefing, timekeeping, transitions, audience energy.	TBC	Stage
Stakeholder & Opportunity Lead	Recruit hubs/organisations, secure briefs, confirm presenters and mentors.	TBC	Marketplace
Student Recruitment Lead	Open call, faculty outreach, postgraduate/undergraduate balance, inclusion follow-up.	TBC	Registration
Matching & Data Lead	Registration database, preference forms, scoring, privacy, matching list.	TBC	Data desk
Logistics & Hospitality Lead	Venue, seating, catering, signage, transport, supplies, accessibility.	TBC	Venue operations
ICT / AV Lead	Sound, projection, internet, QR codes, backup equipment and technical support.	TBC	AV booth
Media & Communications Lead	Invitations, social media, photography, consent, press, event archive.	TBC	Media point
Monitoring & Evaluation Lead	Attendance, surveys, observation, KPI tracking, post-event report.	TBC	Evaluation desk
Finance / Procurement Lead	Budget, quotations, approvals, payments and documentation.	TBC	Back office
Student Volunteers (6–10)	Ushers, booth guides, microphones, time cards, registration and logistics support.	TBC	Assigned zones

Stakeholder responsibilities after matching

Stakeholder	Before placement	During placement	Completion
Student	Complete prerequisite orientation/course; confirm opportunity and availability; understand scope.	Participate actively; communicate with both mentors; document progress and reflection; act professionally.	Submit agreed deliverable and reflection; complete evaluation.
Host / challenge owner	Define scope, context, capacity, mentor and resources; present opportunity.	Provide workplace guidance, tools, check-ins, feedback and organisational access.	Assess contribution/deliverable; provide feedback and recommendation.

Stakeholder	Before placement	During placement	Completion
KNUST / organising HEI	Recruit and match participants; appoint academic supervisor; set standards and agreements.	Monitor progress; support reflection; resolve issues; maintain communication and quality assurance.	Review evidence, evaluate programme, issue recognition/certification where applicable, report outcomes.

Event-day escalation protocol

- Operational issue → relevant functional lead → Event Coordinator.
- Safeguarding, health or security issue → Security/First Aid Lead → Event Coordinator → KNUST emergency protocol.
- Speaker/programme disruption → Programme Lead → activate standby speaker, panel discussion or networking activity.
- Data/privacy issue → Matching & Data Lead → restrict access, document incident and correct records.
- Student–host concern → initial reporting to academic/workplace mentor; unresolved issue escalates to joint mediation and documented follow-up.

5. RAPID IMPLEMENTATION TIMELINE

Planning reality

With the event scheduled for Friday, 31 July 2026, preparation must run as a compressed, daily command schedule. Assign one owner per action and close each day with a 20-minute readiness review.

Date	Workstream	Critical actions	Owner	Evidence
26 Jul	Mobilise	Approve concept, participant targets, budget ceiling and organising team; place venue on hold; open shared tracker.	Coordinator	Approved plan
27 Jul	Stakeholders	Issue priority invitations; confirm 6 pitch presenters, 3 panellists and minimum 5 opportunity owners; send opportunity brief template.	Stakeholder Lead	Acceptance list
27 Jul	Students	Launch urgent student registration through faculties, departments, postgraduate channels, SRC/GRASAG, innovation clubs and hubs.	Recruitment Lead	Live registration
28 Jul	Programme	Confirm speakers, collect bios/titles, validate opportunity scopes and capacities; identify standby presenters.	Programme Lead	Draft agenda

Date	Workstream	Critical actions	Owner	Evidence
28 Jul	Logistics	Confirm room, seating, AV, internet, catering, security, accessibility, signage, photography and materials.	Logistics Lead	Supplier confirmations
29 Jul	Matching	Publish opportunity catalogue; finalise preference form, scoring matrix, consent statement and participant database.	Matching Lead	Tested forms
29 Jul	Communications	Send participant confirmations, map/venue details, agenda, dress guidance and QR codes; publish reminder.	Comms Lead	Confirmation sent
30 Jul	Quality assurance	Technical rehearsal; speaker briefing; volunteer orientation; print packs; test QR links; confirm catering counts and contingency equipment.	All Leads	Readiness sign-off
31 Jul	Delivery	Venue setup by 6:45 AM; run event; collect attendance, preferences, surveys, media and issue log; close venue.	Coordinator	Event completed
1–2 Aug	Immediate follow-up	Thank participants; close evaluation; reconcile attendance; organise photos/materials; begin matching.	M&E / Comms	Clean data
3–4 Aug	Matching decisions	Complete matching matrix; consult hosts; appoint academic supervisors; notify matched/waitlisted students.	Matching Team	Approved matching list
5 Aug	Reporting	Submit event report, KPI dashboard, lessons learned and action register; schedule placement orientation.	M&E Lead	Final report

Daily 20-minute readiness review

- What was completed today?
- What is blocked and who can resolve it?
- Which speakers, organisations or suppliers are still unconfirmed?
- What changed in registration numbers and participant balance?
- What are the top three risks for the next 24 hours?
- Which decisions require coordinator approval before close of business?

6. VENUE, LOGISTICS AND EVENT EXPERIENCE

Venue specification

Requirement	Specification	Status / owner
Capacity	Recommended 100–125 seats, with accessible entry and clear sightlines.	TBC
Layout	Theatre/cabaret plenary seating plus 6–10 opportunity booths or themed tables.	TBC
Stage / front area	Lectern, head table or panel chairs, confidence monitor/time cards and branded backdrop.	TBC
AV	Two microphones minimum, projector/LED screen, presentation laptop, clicker, speakers and backup cables.	TBC
Internet & power	Reliable Wi-Fi, extension boards, charging area and backup mobile hotspot.	TBC
Registration zone	Two desks, alphabetised lists/QR check-in, badges, stationery and help point.	TBC
Accessibility	Wheelchair access, accessible seating, clear signage, dietary collection and support contact.	TBC
Hospitality	Breakfast refreshments, water, morning break and lunch; dietary and hygiene controls.	TBC
Safety	Security contact, first-aid kit/person, emergency exits, incident log and crowd-flow plan.	TBC
Media	Photography area, consent notice, interview point, approved logos and official backdrop.	TBC

Participant experience design

- Use colour-coded badges: students, academic/HEI, innovation hubs, organisations, organisers and media.
- Assign opportunity codes (e.g., IC-01, SIC-01, INT-01, VM-01) and repeat them on slides, booth signs and forms.
- Create a one-page opportunity catalogue with QR links to full briefs.
- Seat participants in mixed tables during the morning to encourage cross-sector discussion.
- Use a visible event help desk for programme, accessibility, matching and technical questions.
- Give speakers five-minute and one-minute time cards and enforce equal presentation time.
- Display the matching timeline throughout the venue so students understand that preference does not guarantee placement.

Materials and supplies

☐ Printed agenda and opportunity catalogue	☐ Registration list / QR check-in
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☐ Colour-coded name badges and lanyards	☐ Speaker name tents and table signs
☐ Opportunity booth signs and codes	☐ Preference form QR code and paper backup
☐ Evaluation survey QR code and paper backup	☐ Pens, markers, sticky notes and flip-chart paper
☐ Timer/time cards and microphones	☐ Extension cables, adapters and backup laptop
☐ First-aid kit and emergency contacts	☐ Photo/video consent notice
☐ Water, refreshments and lunch tokens	☐ Certificates/letters of appreciation for speakers (optional)

7. RECRUITMENT, COMMUNICATIONS AND REGISTRATION

Student recruitment channels

- College/faculty and departmental mailing lists and WhatsApp groups.
- KNUST student portal, website and official social media channels.
- SRC and GRASAG networks to reach undergraduate and postgraduate students.
- Entrepreneurship, innovation, technology, research and professional student associations.
- Direct nominations from departments for students with relevant skills or project interests.
- Targeted outreach to women, students with disabilities and underrepresented disciplines where registration is imbalanced.

Organisation and innovation-hub outreach

- Send a concise invitation stating the event purpose, audience, date/time, pitch format and expected contribution.
- Request a completed opportunity brief, named presenter and workplace mentor by the stated deadline.
- Prioritise organisations with real, supervised opportunities—not general promotional presentations.
- Confirm consent to share opportunity information and contact details with registered participants.
- Provide a speaker pack: agenda, map, arrival time, AV format, time limit, booth requirements and coordinator contact.

Registration form fields

Field group	Fields	Purpose
Identity & contact	Full name, email, telephone, participant category.	Communication and attendance

Field group	Fields	Purpose
Student profile	Undergraduate/postgraduate, college/faculty, department/programme, year/level.	Audience balance and matching
Skills & interests	Top skills, sector interests, challenge areas, career goals, portfolio/link if relevant.	Opportunity fit
Availability	Preferred opportunity mode, availability during follow-up month, location constraints.	Feasibility
Inclusion support	Gender (optional/monitoring), accessibility support, dietary requirements.	Inclusive delivery
Consent	Data use, photography/media consent, agreement to event conduct.	Compliance and transparency

Message templates

Student announcement

KNUST students are invited to the 2026 Local Brokerage Event on Friday, 31 July 2026, from 8:00 AM at KNUST. Meet innovation hubs and organisations, explore real innovation challenges, internships and project opportunities, and submit your preferred hands-on experience. Participation is open to undergraduate and postgraduate students. Registration is required and places are limited.

Organisation invitation

KNUST invites your organisation to participate in its Local Brokerage Event on Friday, 31 July 2026. The event will connect students, HEI innovation hubs and organisations to structured innovation challenges, internships and collaborative projects. Participating organisations are expected to present a clearly scoped hands-on opportunity, nominate a workplace mentor and engage in student matchmaking. Please confirm your presenter and opportunity brief by the stated deadline.

Participant confirmation

Your registration for the KNUST Local Brokerage Event has been confirmed. Please arrive by 8:00 AM for check-in and networking. Bring a charged mobile device for QR-based preference and evaluation forms. Review the opportunity catalogue in advance and be prepared to rank your top three opportunities. Venue details, agenda and contact information are attached

8. MONITORING, EVALUATION AND REPORTING

Event KPIs

Indicator	Minimum	Target	Data source	Owner
Students attending	30	60	Attendance register	Data Lead
Female student participation	>25%	≥40%	Registration data	M&E Lead
Academic/HEI participants	10	12	Attendance register	Data Lead
Innovation hub/DIH representatives	10	12	Attendance register	Stakeholder Lead
Hands-on opportunities presented	5	8	Opportunity catalogue	Opportunity Lead
Completed student preference forms	80% of students	≥90%	Matching form	Matching Lead
Overall positive event rating	Not specified	≥80% positive	Exit survey	M&E Lead
Preliminary matches produced	Based on capacity	≥80% of available places	Matching matrix	Matching Team
Confirmed workplace mentors	1 per opportunity	100%	Opportunity briefs	Opportunity Lead
Post-event report issued	1	By 5 Aug 2026	Report file	M&E Lead

Exit survey: recommended items

- The event was well organised and easy to navigate.
- The event helped me understand the local innovation ecosystem.
- The opportunity presentations were clear and relevant.
- I had meaningful opportunities to interact with students, hubs or organisations.
- The matching process and next steps were clearly explained.
- The event increased my interest in hands-on learning, innovation or entrepreneurship.
- The programme was inclusive and allowed active participation.
- Overall, I am satisfied with the event.
- Which opportunity or connection was most valuable?
- What should be improved in the next brokerage event?

Evidence to archive

- Final concept note, agenda, invitation and registration link.
- Participant and organisation attendance registers.
- Opportunity briefs, presentation slides and marketplace materials.
- Student preference forms, matching matrix and decision log.

- Speaker bios, moderator notes and rapporteur summary.
- Photographs/video with consent record.
- Evaluation results and KPI summary.
- Budget, invoices/receipts and procurement records.
- Issue/risk log and corrective actions.
- Final event report and follow-up action tracker.

Post-event reporting structure

Section	Content
Executive summary	Purpose, date, attendance, major outcomes and decisions.
Participation profile	Students by level/discipline/gender; academic, hub and organisation representation.
Programme delivery	Sessions conducted, deviations, key discussion points and participant engagement.
Opportunity portfolio	Opportunities presented, capacities, mentors and sectors.
Matching outcomes	Preferences received, preliminary/confirmed matches, waitlist and unresolved gaps.
Evaluation findings	Ratings, qualitative comments, strengths and improvements.
Risks/issues	Incidents, mitigations and lessons learned.
Next steps	Placement launch, mentorship, partnership actions, responsible persons and dates.
Annexes	Attendance, agenda, opportunity list, survey, photos and media evidence.

9. RISK REGISTER AND CONTINGENCY PLAN

Risk	Trigger / impact	Rating	Mitigation / contingency	Owner
Low student turnout	Registrations or confirmations below target; weak audience mix.	High	Daily registration dashboard; faculty/SRC/GRASAG outreach; direct nominations; reminder calls; controlled over-registration.	Recruitment

Risk	Trigger / impact	Rating	Mitigation / contingency	Owner
Low female participation	Gender balance below minimum/target.	High	Targeted outreach to women's networks and departments; reserved places; monitor registration daily.	Recruitment
Speaker/host cancellation	Agenda gap or opportunity removed.	High	Two standby speakers/ opportunities; combine pitches into moderated panel; remote contribution option.	Programme
Insufficient quality opportunities	Offers are vague, promotional or lack mentors.	High	Use acceptance criteria; require briefs; coach hosts; reject or revise weak offers; maintain reserve opportunities.	Opportunity
AV/internet failure	Presentations or QR forms disrupted.	Medium	Offline slides, printed forms, backup laptop, hotspot, adapters, early technical test and onsite technician.	ICT
Catering delay/ shortfall	Participant dissatisfaction and programme delay.	Medium	Confirmed headcount; 10% contingency; staggered service; water available throughout; supplier contact onsite.	Logistics
Late arrivals / registration congestion	Delayed start and incomplete attendance data.	Medium	Open registration at 8:00; two queues; QR + paper backup; pre-printed badges for confirmed guests.	Registration
Matching oversubscription	Many students choose limited-capacity placements.	High	Top-three preferences; scoring matrix; waitlist; alternative opportunities; host consultation; transparent communication.	Matching
Participant withdrawal after matching	Placement vacancy and host dissatisfaction.	High	Commitment declaration, orientation, reserve pool and early warning check-ins.	Matching
Health/security incident	Disruption or harm.	High	Emergency contacts, first aid, security briefing, clear exits, incident log and KNUST protocol.	Logistics

Risk	Trigger / impact	Rating	Mitigation / contingency	Owner
Data/privacy breach	Unauthorised access to personal data or photos.	Medium	Consent notice; role-based file access; secure storage; avoid public circulation of personal data; delete unnecessary copies.	Data
Schedule overrun	Pitches/panel exceed time; matching shortened.	Medium	Strict time cards; speaker briefing; MC authority to close sessions; protect matching and closing time.	MC

Event-day contingency decisions

Scenario	Immediate decision	Authority
Main speaker absent by 8:40 AM	Move UNIHUBS briefing forward; use standby speaker or moderated conversation.	Programme Lead
AV unavailable at start	Begin with facilitated networking/ icebreaker; use printed pitch summaries until restored.	Coordinator + ICT
Attendance exceeds room capacity	Activate overflow plan/secondary room only if safely equipped; otherwise close walk-in registration.	Coordinator + Security
Food delayed	Extend opportunity marketplace/ networking; communicate revised break timing.	Logistics Lead
Medical/security incident	Pause affected area, activate KNUST emergency response and document incident.	Security/First Aid Lead
Matching form unavailable	Issue paper forms with unique registration numbers and enter data after event.	Matching Lead

10. BUDGET FRAMEWORK

Complete this framework once the venue, participant cap and procurement method are confirmed. Costs should be supported by quotations and aligned with KNUST and project financial procedures.

Cost category	Description	Qty	Unit cost (GHS)	Total (GHS)	Status / source
Venue	Hall, rooms, furniture and cleaning				
AV / ICT	Sound, projection, internet, technician, backup equipment				
Catering	Breakfast refreshment, break, lunch and water				
Branding / printing	Backdrop, directional signs, badges, agenda, catalogue, forms				
Speaker support	Transport/ allowances where approved; appreciation items				
Participant support	Transport/ accessibility support where approved				
Photography / media	Photographer, videography, editing or media support				
Stationery / supplies	Pens, flip charts, markers, tape, extension boards				
Security / first aid	Security, first aid and emergency provision				
Contingency	Recommended 5–10% subject to approval				

Cost-control priorities

- Use an existing KNUST venue and institutional AV where available.
- Use digital registration, agenda, opportunity catalogue and evaluation, with printed backups only.
- Confirm final catering headcount from attendance confirmations and retain a small contingency.
- Group external presenters by organisation and coordinate transport only where approved.

- Document in-kind contributions from KNUST, innovation hubs and participating organisations.

12. EVENT-DAY OPERATIONS CHECKLIST

Before doors open — 6:45–8:00 AM

☐ Venue unlocked, clean, safe and accessible.	☐ Stage, seating, panel area and opportunity booths arranged.
☐ AV, microphones, presentations, internet and backup equipment tested.	☐ Registration desks, badges, lists, stationery and QR codes ready.
☐ Directional signs, programme, opportunity codes and emergency information displayed.	☐ Catering arrival/service times reconfirmed.
☐ Speakers, volunteers, security, first-aid and photographer briefed.	☐ Consent, privacy and media notices visible.

Opening and plenary sessions

☐ MC has final run sheet, speaker bios and time cards.	☐ Attendance check remains open for late arrivals.
☐ Rapporteur captures discussion points and commitments.	☐ Questions are managed fairly across student and stakeholder groups.
☐ Programme lead protects time for opportunity pitches and matching.	

Opportunity marketplace and matching

☐ Every booth displays opportunity code, scope, capacity, mentor and eligibility.	☐ Students receive clear instructions and deadline for top-three preferences.
☐ Paper preference forms available if QR system fails.	☐ Matching team checks incomplete or duplicate submissions.
☐ Hosts do not promise placements outside the approved process.	

Close-out

☐ Exit survey completed before participants leave.	☐ Student preferences and paper forms secured.
☐ All presentations, attendance data and media files collected.	☐ Venue checked; borrowed equipment returned; supplier issues recorded.
☐ Thank-you message and next-step timeline scheduled for release.	

12. WORKING TEMPLATE

A. Student opportunity preference form

Field	Entry
Student name	
Registration ID	
Programme / department / level	
Email / telephone	
Top skills relevant to opportunities	
Preferred mode / availability	
First preference — opportunity code	
Why this opportunity? (50–100 words)	
Second preference — opportunity code	
Third preference — opportunity code	
Accessibility or support information	
Commitment declaration	I understand that preference does not guarantee placement and agree to respond promptly if selected.
Signature / date	

B. Opportunity owner briefing form

Field	Required information
Opportunity code / type	
Organisation and contact person	
Opportunity title	
Problem / context	
Student tasks and expected contribution	
Eligible disciplines / level / skills	
Mode, location and duration	
Number of places	
Named workplace mentor	
Resources / data / tools provided	
Expected deliverable and success criteria	

Field	Required information
Confidentiality / IP / safeguarding requirements	
Application or selection requirements	

C. Event issue log

Time	Category	Issue	Immediate action	Owner	Closed?

D. Source alignment note

This event plan was developed from the UNIHUBS Action Learning Scheme, D4.3, including the Local Brokerage Event model, preparation and stakeholder responsibilities, recruitment, dual mentorship, monitoring, impact targets, sustainability and risk-management provisions. The KNUST agenda is a one-day adaptation of the document's indicative session structure. Before external circulation, insert the approved KNUST, UNIHUBS and European Union co-funding logos and the required project disclaimer, and confirm the official venue and contact details.

Reference: UNIHUBS. (2026). D4.3 UNIHUBS Action Learning Scheme. Project No. 101128313.