Dear 2018 IDEA² Global Teams,

This document and those referenced herein provide instructions on how to prepare for the IDEA² Commencement workshop which will take place on December 6th and 7th at MIT. The detailed agendas are attached. (If you are unable to present at the assigned times, let us know as soon as possible.)

We refer to this workshop as the IDEA² Commencement workshop because as you transition out of the formal program and you commence on your post IDEA2 time journey, you will be continuing to blaze a trail towards impact. This workshop provides an opportunity for teams to engage with mentors to:

- Review and get feedback on your IDEA² Global portfolio (pitch deck, story line, stakeholder/network log)
- Gather advice in setting priorities and establishing an action plan for the next months as you continue on your journey
- Hear from experts and network with the extended MITLinQ community
- Celebrate your accomplishments

Preparation for the workshop:

Upload your updated program document portfolio, which consists of:

(1) Storyline table
(2) Presentation deck
(3) Network log *(If you have already updated the Google form, we provided you with at the beginning of the program to track your meetings with your mentors, Cinta will send you the excel with all the information to help you with the log)*
(4) Impact Statement

There are four documents you should reference and use as templates: Storyline_Table_Final, PDeck_Guidelines_ Final., Impact_Statement_final and Network log.

You will find these templates and all the Workshop documents in your Dropbox and under

http://idea2.mitlinq.org/program-materials/

Please upload the first 3 to Dropbox by 10.00 am Eastern Time on December 4th.

And the Impact Statement by next Wednesday November 16th 11.59 pm

- Put the documents in your team folder at the following location:
  IDEA² Global Class of 2018/ Final Pitch and Networking Workshop Team Documents December 2018
- Use the following naming convention for your files:
  o <team name>StoryLine<2018_month>.docx
  o <team name>PDeck<2018_month >.pptx
  o <team name>Networklog<2018_month>.xls
  o <team name>Impact_statement_final<2018_month>.docx