

## **Proposed Format of event for Digital India Week**

### **Location**

STPI and registered units/institutions

### **Proposed agenda**

#### **Pre-Event Activities** ( during last week of June 2015)

- Posting of event details on the Organization's website/ social media pages etc and mailers to the employees and other members
- Inviting local media personnel at the event
- Registration of Participants

#### **Main Event** (during first week of July 2015)

- **(5 min)** Start with National Anthem
- **(30 min)** Inauguration- Unit/Institution Director/Head, Invitees for the programme
  - 5 Min. speech (focus on Digital India, ICT industry, employment etc)
  - Digital India Films and Promos ( which will be shared by NeGD)
- **(60 min)** Session around the following topics (*professionals, researchers, NIC, IT Dept etc*)
  - Digital India
  - Digital service/e-services
  - IT industry & trade
  - Cyber security & hygiene; e-Waste and Swachh Digital India
- **(120 min- optional)** Digital India Exhibition
  - Broadcast/streaming of IEC videos & other audio-visuals content of Digital India
  - Stalls by local industries etc to showcase their digital products/services
  - Demo of STPI Services ( which will be shared by STPI)
- Posting of updates, photos on organization's website/ Social Media pages etc

#### **Post Event Activities**

- Reports (Online submission of event report) – Number of Participants, Details about programme and items included in the programme, photographs, feedback from participants etc
- Posting of local news coverage at Unit/Institute's website/ Social Media pages etc