**I. JURY INVITATION TEMPLATE**

Dear [Name],

We are thrilled to extend an invitation to you to serve as a jury member for the upcoming Falling Walls Lab [Lab Name] event. Falling Walls Lab is a global platform for students and early-career professionals from all disciplines to present their innovative idea in just three minutes. The winner of each Lab qualifies for the global finale in Berlin on 7 November and wins a ticket to the Falling Walls Science Summit. Jury members play a crucial role in evaluating these pitches and selecting the winner.

Event details:

Date: [Insert Date]
Time: [Insert Time]
Location: [Insert Location]

Jury member responsibilities include:

1. Evaluating pitches based on the following criteria: breakthrough factor, potential impact, and performance.
2. Providing constructive feedback to the participants to help them refine their ideas.
3. Collaborating with fellow jury members to select the winners of the Lab.

Your expertise and insights will contribute significantly to the success of Falling Walls Lab [Lab Name], and we would be honoured to have you join us. Please confirm your availability by [Insert Deadline]. Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for considering our invitation. We look forward to your participation and the opportunity to collaborate with you.

Kind regards,
[Your Name]
[Your Position]
[Your Organisation/Institution Name]

**II. JURY PRE-EVENT BRIEFING TEMPLATE**

Dear [Jury Member’s Name],

Thank you for confirming your participation as a jury member for the upcoming Falling Walls Lab [Lab Name] event. Your expertise and insights will be invaluable in evaluating the presentations and selecting the most promising idea to advance to the global finale.

To ensure that you are well-prepared for your role as a jury member, please find below a briefing on the key aspects of your responsibilities:

1. **Evaluation Criteria** (see scoring system attached): As a jury member, you will evaluate the pitches based on the following criteria (a voting sheet will be provided): Breakthrough Factor (50%), Relevance and Impact (40%), Structure and Performance (10%)
2. **Feedback**: There will be 30 seconds set aside at the end of each pitch to ask questions and provide constructive feedback. Feedback should highlight the strengths of the presentation and offer suggestions for improvement.
3. **Collaboration**: You will collaborate with fellow jury members to select the winner. The selection process will involve deliberation and discussion to ensure a fair and thorough evaluation of all presentations.
4. **Professionalism**: Please maintain professionalism and impartiality throughout the event. Your role as a jury member is vital in upholding the integrity of the Lab.
5. **Schedule**: The event will take place on [Insert Date] at [Insert Time] in [Insert Location]. Please arrive at [Insert Time] for registration and the jury briefing.

Should you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information]. We are here to support you in your role as a jury member and ensure a successful event.

Thank you once again for your commitment to Falling Walls Lab [Lab Name]. We look forward to your participation and the valuable contributions you will make to the event.

Kind regards,
[Your Name]
[Your Position]
[Your Organisation/Institution Name]

[Hint: Please make sure to include the event programme and scoring system (available in the download section) when sending this briefing to your jury members.]

**III. JURY DAY-OF-EVENT BRIEFING OUTLINE**

1. **Introduction and Welcome**
	* Express gratitude for their participation.
	* Emphasise the importance of their role in the event.
2. **Evaluation Criteria**
	* Breakdown of the evaluation criteria:
		+ Breakthrough Factor (50%)
		+ Relevance and Impact (40%)
		+ Structure and Performance (10%)
3. **Scoring System**
	* Clarify the scoring scale (0 to 5).
	* Ensure everyone has scoring sheets.
	* Mention the use of the evaluation tool for analysis.
4. **Q&As**
	* Explain the format of the Q&As.
	* Provide instructions for participation (e.g., raising the 'question/comment' sign).
5. **Deliberation Process**
	* Describe how winners will be determined.
	* Mention the aid of the evaluation tool results in decision-making.
	* Highlight the importance of transparency and fairness.
6. **Conflict of Interest**
	* Define what constitutes a conflict of interest, such as being related to a presenter or serving as the academic advisor of a presenter.
	* Request disclosure if a jury member identifies a conflict.
	* Emphasise the importance of impartiality.
7. **Opportunity for Questions**
	* Offer an opportunity for jury members to ask questions or seek clarification.
8. **Appreciation**
	* Express appreciation for their involvement.
	* Reinforce the importance of their contributions to fostering innovation.
9. **Availability for Further Assistance**
	* Let jury members know they can reach out if they have any questions or concerns during the event.
10. **Closing Remarks**
	* Encourage jury members to immerse themselves in the event and actively participate.