

Checklist Hessen Ideen Competition 2026

Steps 1 to 4

1. After the nomination I have:

- o downloaded **all** information and participation materials from the homepage (<https://hessen-ideen.de/wettbewerb/teilnahme>) (!)
- o read the conditions of participation.
- o filled in the short description.
- o completed the idea sketch.
- o selected a suitable graphic or a PDF with images that meets the requirements.
- o submitted the documents in full via the website (**deadline: April 30, 2026**).
 - o Contact information
 - o Information about the founding team
 - o Name of the idea
 - o Idea sketch
 - o Additional document: graphic or PDF

2. After submitting the documents I have:

- o blocked the kickoff date on **May 13, 2026** (if you do not participate: unsubscribe by e-mail).
- o blocked the date on **August 27, 2026** for the pitch training.
- o looked for pictures profile for my online voting profile (see examples: <https://hessen-ideen.de/ideen/alumni>).

3. After the kickoff I have:

- o filled out the short description.
- o checked the pictures I have selected for my online voting profile to see whether they meet the requirements and are suitable.
- o uploaded all of the documents to my Hessenbox (**deadline: July 3, 2026, 11.59 pm**).
- o Short text for online voting and public relations that describes the idea in general terms (300 words or 2,000 characters)
- o Up to 4 images (max. 2 MB each)
 - o Explanations: See document '**Hinweise Bilder Online-Voting**'
 - o If you have a clear idea of which image should be positioned where, name it accordingly (preview and gallery)
 - o Important: **Header image (named as such) in landscape format, without text in the image (!)** and not too small (as it is displayed dynamically and the edges are cut off)

4. After submitting the short description and the pictures I have:

- o checked the profile for the online voting.
- o approved the online profile.

Contact in case of queries:

wettbewerb@hessen-ideen.de