

Event Coordination, Hackathon & Startup Matching

(Shadowing programme – We start you up)

Host Organisation

Name: Da Vinci Labs

Address: 7 place des Petites Boucheries, 37000 Tours, France

Sector: Deeptech, Entrepreneurship, Innovation

Internship Supervisor: Nadège Grabowski

Position: Director

Contact: +33 (0)6 56 67 76 21 | nadege.grabowski@davincilabs.eu

Internship Duration and Period

- **Duration:** Minimum 6 months (8 months preferred)
- **Period:** March – August 2026

About Da Vinci Labs :

Da Vinci Labs is an innovation-focused organisation operating at the crossroads of deep tech, entrepreneurship and societal impact. Its upcoming initiative, **Da Vinci Launchpad**, is a startup studio designed to bring together entrepreneurs from across Europe to co-create solutions addressing major environmental challenges.

Within this initiative, Da Vinci Launchpad will organise a **pitch and business plan competition combined with a hackathon** (final format to be confirmed). These events aim to stimulate collaboration, innovation and team formation among entrepreneurs, students and experts with complementary skills.

The intern will play a central role in the organisation and coordination of these events, from logistics and communication to participant engagement and team-matching design.

Objectives of the Internship

The main objective of this internship is to support the design, organisation and implementation of the Da Vinci Launchpad hackathon and pitch/business plan competition.

The intern will:

- Gain hands-on experience in organising innovation-driven events
- Contribute to the engagement of young entrepreneurs at European level
- Develop skills in project management, communication and stakeholder coordination
- Participate in the design of a structured matching process to form high-potential teams

Main Tasks and Responsibilities

Event Organisation

- Support the coordination of the hackathon and pitch competition
- Assist with logistics, including venue, materials, digital platforms and scheduling
- Help manage participants, mentors and speakers before and during the events

Communication and Outreach

- Create content for social media, website and newsletters
- Support outreach activities to engage young entrepreneurs across Europe
- Contribute to the visibility and attractiveness of the events

Matching Process Design

- Contribute to the design of a structured matching process to form balanced and complementary teams
- Analyse participant profiles to identify skills, needs and collaboration opportunities

Content and Material Preparation

- Support the preparation of internal and external communication materials
- Ensure readiness and consistency of event-related documents and content

Project Management Support

- Participate in team meetings and planning sessions
- Contribute ideas to improve the quality, impact and smooth execution of the events
- Support overall coordination of tasks and timelines

Required Skills and Profile

Technical and Professional Skills

- Fluent English (written and spoken)
- Strong interest in entrepreneurship, innovation and startup ecosystems
- Previous exposure or strong interest in event organisation

Analytical and Organisational Skills

- Analytical thinking to understand participant profiles and collaboration needs
- Strong organisational skills and attention to detail
- Ability to manage multiple tasks simultaneously

Communication and Interpersonal Skills

- Strong communication skills
- Proactive attitude and ability to take initiative
- Positive mindset and team-player spirit

Personal Qualities

- Creative mindset
- Motivation to contribute to impactful, sustainability-oriented innovation projects
- Comfort working in an international and dynamic environment

Academic Level

- Master's level (M2 or equivalent)

What We Offer

- A key role in the organisation of international innovation events
- Hands-on experience within a European deep-tech and entrepreneurship ecosystem
- Opportunities to develop skills in event management, project coordination and team-building methodologies
- Close supervision and mentoring by the Director of Da Vinci Labs

Application Information

Interested candidates are invited to apply by sending a CV and a cover letter to:

Eléonore Meloni, NEOLAiA project manager for Entrepreneurship

eleonore.meloni@univ-tours.fr