Masterclasses with the Pierre Auger Observatory

Checklist for participating institutions

Introduction	
0	Speaker and talk about general particle and astroparticle physics
0	Speaker and talk about experiments (including the Pierre Auger Observatory) and introduction to the exercise
Experimental activity	
0	Computers for groups of one or two students. Requirements: - Windows 7+, MacOS 10.13+, Ubuntu 18.04+, Centos 7+ - No virtual machines - Internet connection
0	Software installed + printed student activity guide next to each computer, with the respective dataset number writen in the first page
Videoconference	
0	Videoconference system: test audio, video and zoom connection
0	Choice of two students to be spokespersons, for questions and answers during the videoconference
Others (optional)	
0	Organization of institutional coverage (poster announcement, webpage, pictures for social networks, news) and/or local media coverage
0	Organization of coffee break and lunch time for students
0	Distribution of outreach materials (panflets, university info, etc)
0	Local team of moderators to help the students during the experimental activity