

IRDR CONFERENCE WORK PLAN

Name: IRDR Conference 2011

Theme: *Disaster Risk: Integrating Science and Practice*

Date: October 31st, 2011 – November 2nd, 2011

Venue: Beijing International Convention Center (BICC), 4 meeting rooms for sessions

Participants: approximately 300 - 700 participants from all over the world

Organizers: Integrated Research on Disaster Risk (IRDR), China Association for Science and Technology (CAST), Chinese Academy of Sciences (CAS), Center for Earth Observation and Digital Earth (CEODE), Chinese Academy of Social Sciences (CASS)

Contact: IRDR International Programme Office, connect@irdrinternational.org

Website: <http://www.irdrinternational.org/irdr-conference-2011/>

Key dates and Timeline:

- June 27th, 2011 – Abstract Submission Deadline
- July 22nd, 2011 – Abstract review deadline by the Conference Sub-Committee
- September 15, 2001 – Early Bird registration deadline
- October 25, 2011 – Online Registration Deadline
- October 30, 2011 – Registration and packet pick-up
- October 31st, 2011 – Opening of the Conference
- November 2nd, 2011 – Closing of the Conference

Local Organizing Committee:

- Liang Yingnan - **Co-Secretary General**
- Jane Rovins - **Co-Secretary General**

Committee Members:

- | | |
|--|---|
| • CAS
Wang Zhenyu | Liu Jie
Lu Ming |
| • CAST
Chen Lei
Ma Jing
Qin Jiuyi
Yuan Yue | • IRDR China
Feng Qiang |
| • CEODE
Liu Yongwei - <i>Advisor</i>
Chen Mingmei
Driskell Luke
He Xiaowei
Li Peizhu | • IRDR IPO
Beaven Sarah
Chong Elaine
Hughes Miriam
Lang Lang
TBD - IRDR/ICSU staff
Rudashko Anna |

Work Plan

- Work divided into 8 teams
- Each team leaders remain unchanged throughout the whole conference
- Coordination between team leaders instead of individuals.

Academic & Scientific Team

Leader: Jane Rovins

Members: IRDR Science Committee, Anna Rudashko, Luke Driskell, Feng Qiang , Ma Jing, Yuan Yue, CEODE

- Abstract and full paper review
- Send acceptance letter
- Determine presentation schedule
- Confirm the academic and conference related file (invitation letter etc.)
- Compile and publish proceedings and program
- Invite speakers
- Confirm VIP schedule and travel itinerary
- Welcome remarks
- Collect and put up the posters, organize propaganda
- Conference agenda book
- Coordinate between the session chairs
- Collect and test PPT
- Determine the layout of meeting room
- Provide equipment requirement
- Name list and tag for the opening
- Recruit, dispatch, train volunteers

Records Sub-Committee

Lead: Sarah Beaven

Assist: Anna Rudashko, Young Scientists

- Prepare summary / conclusion for presentations at end of conference
- Preparing content of conference proceedings for publication
- Work closely with speakers, recorders and hosts (if there's one), to ensure the smooth running of the event
- After action review (AAR) – after scientific committee meeting
- Publication of conference proceedings
- Monitor media coverage and file it
- Updating IRDR website about the conference and putting up the conference proceedings

Accommodation and Catering Team

Lead: Yuan Yue

Assist: Ma Jing, Lang Lang, BICC

- Delegate working lunch
- Tea break
- Placement of mineral water
- Staff dining
- VIP accommodation
- Delegate accommodation
- Staff accommodation

Transportation Team

Leader: Yuan Yue and CEODE

- VIP Transportation
- Volunteer shuttle bus
- Parking lot reservation
- Transportation during the conference

Equipment and Setting Team

Leader: Ma Jing and BICC

Assist: Elaine Chong and Volunteers

- Ensure necessary equipment for each meeting room according to the requirements of the program team
- Assist poster set-up
- Distribute and collect simultaneous translation headphones
- Seating arrangements of room based on A&T Team recommendations
- Coordinate with interpreters for Opening Ceremony

Registration Team

Leader: Ma Jing

Assist: Elaine Chong, Mim Hughes, Sarah Beaven, Volunteers

- Delegate registration
- Distributing conference materials, tickets etc.
- Cashier and payment
- On-site registration volunteer training
- Packing delegate bags

VIP and Big Event Team

Leader: Jane Rovins, Qin Jiuyi

Assist: Lang Lang, Ma Jing, Chen Mingmei

- Opening ceremony, banquet invitation
- Confirm VIP list for Opening and banquet
- Layout and program of the Opening and banquet
- VIP reception and room before the Opening and banquet

Media, Publicity, and Sponsorship Team

Lead: Lu Ming, CAST

Assist: Anna Rudashko, Wang Xiaomei, Chen Mingmei, Luke Driskell, Feng Qiang, Yuan Yue

- News of IRDR conference
- Photography and video of the conference
- Publicity of the conference through various media outlet
- On-site press coordination and support
- Monitor media coverage and file to IRDR archives
- Coordinate sponsorship

Finance and HR Team

Finance Sub-Committee

Lead: Lang

Assist: Chen Mingmei, ICSU Staff (TBD)

- Oversee finances related to the conference
- Assist in managing budget, secure funding or financial support where necessary
- Ensure good financial management through maintaining financial control, good account keeping
- Monitor and follow-up on payment / non-payment
- Report to funders / scientific committee where necessary

HR Sub-Committee

Lead: Li Peizhu

Assist: He Xiaowei, Chen Mingmei, Lang Lang

- Plan manpower requirements for event, and carry out recruitment
- Manage the administration, supervision and welfare of temporary staff / interns / volunteers / researchers / etc