IRDR CONFERENCE 2011 (31 October - 2 November 2011) TIMELINE (updated 6 July 2011)

Month	Key Areas	Tasks	Remarks	People in Charge					Done
				Jane	Anna	Lang	CEODE	CAST	
	Finance	Develop Conference budget							٧
		Develop a Sponsorship Proposal Choose a suitable venue	BICC reserved						٧
	Venue selection	Reservation of the followings: conference meeting hall, VIP room, PPT testing/secretariat room, space around the meeting room for poster session, necessary equipments for the meeting (simultaneous translation, projects, screen, etc.)	BICC reserved						٧
Feb - Mar		Set up Abstract Submission webpage							٧
	0	Set up registration fees for the conference							٧
	Conference registration,	Develop Promotional plan for the conference	Draft Deadline date						٧
	publicity	Send out abstract submission deadline date	extended to June						٧
		Update the website (for the latest information)	27th						٧
			Agreement is						
	Finance	Find more potential sponsors Set up/Have a meeting with a Tibetan Water Company who is	drafted, needs to be signed						on-g
		interested in sponsoring /providing water for the conference Provide the IRDR financial account to the Cash Donation-							v na
		sponsors Print Conference flyers for distribution (local/abroad)							v
April		Print Conference tryers for distribution (local/abroad)	Dono with 7000						· ·
	Conference registration,	Use promotional plan tools to advertise the conference	Done with 7000 cards (order more)						٧
	publicity	In IRDR newsletter create a segment highlighting the importance of IRDR Conference 2011 Update the website (for the latest information:							٧ ٧
		e.g. deadline extension, sponsors links)							-
	Abstracts Others	Collect the abstracts and registration info. once a week Managing arrangement for work attachment/intern							٧
	Others	Find more potential sponsors							on-g
	Finance	Provide the IRDR financial account to the Cash Donation-							n
	Conference registration, publicity Abstracts and	sponsors Create FB/Twitter/LinkedIn profiles with accentuation on the IRDR Conference							١
		Create a web page for the sponsors of the Conference							١
May		Updating Conference Agenda							ν
		Use promotional plan tools to advertise the conference Update the website (for the latest information:							١
		e.g. sponsors information)							٧
		Select keynote speakers Sending out the invitation letters and visa letter for the invited							on-g
	speakers	speakers							v
	Others	Managing arrangement for work attachment/intern							V
	Finance	Find more potential sponsors Provide the IRDR financial account to the Cash Donation-							on-g
	Tillance	sponsors							v
	Conference	Update Conference Agenda							\ \ \
	registration, publicity	Update the website (for the latest information) Use promotional plan tools to advertise the conference							v
		June 27th abstract submission deadline							v
June		Sorting through abstracts	EC to assist						,
	Abstracts and speakers	Select keynote speakers	EC to assist						on-g
		Sending out the invitation letters and visa letter for the invited							on-g
		speakers Booking of flights for Science Committee Members	EC to assist						on-g
	Others	Managing arrangement for work attachment/intern	20 to assist						١
	Others	Design shirts for volunteers, staff, science committee							on-g
	Finance	Find more potential sponsors Provide the IRDR financial account to the Cash Donation-							on-g
		sponsors							on-g
		Update financial spendings for conference Preparation of financial allowance for various people (scientists,							V
		reporters, volunteers, drivers, labour etc)							١
	Conference: registration, publicity	Update Conference Agenda							١
		Update the website (for the latest information) Use promotional plan tools to advertise the conference	EC to assist						١
		Contact ICSU for putting up IRDR Conference banner up on their	LO to assist						,
		website							
		Sending out visa letter for participants Check on conference registration numbers + dietary info +							١
		allergies							١
		Sending out abstracts to Science Committee to comment on	EC to assist						١
		Receiving abstracts feedback from Science Committee	due 11 July 2011						١
		Sorting through abstracts' comments and matching accepted ones	EC to assist						on-g
		in conference programme E-mail presenter acceptance (reject letters) and information							_
		packets with presenter acceptance confirmation forms							١
	Abstracts and speakers	Request for presenters to commence working on powerpoints/papers for their presentation + send in their bios (e.g.	August dateline for						١,
		name, designation, organisation) by August	bios						
		Send out visa letters for presenters							
		Sending out the invitation letters and visa letter for the invited							V

	Key Areas	Tasks		People in Charge						
Month			Remarks	Jane	Anna	Lang	CEODE	CAST	Done	
July		Updating of IRDR factsheet Establishment of local organizing committee	EC to assist						1	
	Collaterals	Draft Conference Agenda Book that will include bios, agenda,	EC to assist						√	
		sponsors etc Design posters and banner backdrop for the conference	EC to assist						V	
		Managing arrangement for work attachment/intern July 22, LOC meeting							√ √	
		Sending out the invitation letters to sponsors to attend the conference opening ceremony							√	
		Designing volunteer recruitment plan (photographers, translators, registration / av / hospitality team, writers etc)							√	
		Designing volunteer/staff job descriptions	EC to assist						V	
		Recruiting volunteers for conference Contigency plans e.g. H1N1, terrorist attack, health emergency							√	
		Update conference timeline Choose gifts for the VIP guests/sponsors such as pens, business	EC to assist						√ √	
		card holders/cases Choose items for conference package (brochures, notebook,								
		pens, bags, lanyards) Design shirts for volunteers, staff, science committee							√ √	
		Design banquet programme + floorplan							V	
	Others	Selection/Catering of food for conference Making a detailed administrative schedule for the 3 days of the							√	
		conference (including 2 days before commencement of conference) + banquet programme	EC to assist						V	
		Viewing of venue Designate tea/coffee break area							√ √	
		Ensure that there is first aid facility present on conference venue							√	
		Look for hosts for the conference							√	
		Inform Guest speakers (opening ceremony) to prepare speeches earlier for translation							√	
		Assign date, time and room to each session (according to the							√	
		conference agenda) Decoration of venue							V	
		Optional social tour in Beijing: e.g. Great Wall of China, Tiananmen etc							√	
		Sponsorship plan for those who require financial assistance Update financial spendings for conference	EC to assist						√ √	
	Finance	Preparation of financial allowance for various people (scientists,							√	
		reporters, volunteers, drivers, labour etc) Update Conference Agenda							√	
	Conference:	Update the website (for the latest information) Use promotional plan tools to advertise the conference							√ √	
	registration, publicity	Sending out visa letter for participants							1	
		Check on conference registration numbers + dietary info + allergies							√	
		Send out visa letters for presenters Remind presenters to send in their bios (e.g. name, designation,	Dateline						√ √	
	Abstracts and speakers	organisation) Tidy presenters powerpoint, including their bios on the first slide	Dateline							
		(least priority)							√ √	
		Booking of hotels for Science Committee Members, GOH, VIPs Booking of flights for Science Committee Members							V	
		Collect all the papers for proceedings Arrange for GOH, VIPs pick up							√ √	
		Arrange Science Committee members pick up and reception services (including lunch/dinner)							on-going	
August	Collaterals	Draft Conference Agenda Book that will include bios, agenda,							on-going	
	Collaterals	sponsors etc Design posters and backdrop for the conference							٧	
	Others	Managing arrangement for work attachment/intern Choose/Order gifts for the VIP guests/sponsors such as pens,							٧	
		business card holders/cases Choose/Order items for conference package (brochures,							V	
		notebook, pens, bags, lanyards)							٧	
		Recruiting volunteers for conference Update assigned date, time and room to each session (according							on-going	
		to the conference agenda) Design schedules to be placed around the conference venue							٧	
		Updating detailed administrative schedule for the 3 days of the conference (including 2 days before commencement of							٧	
		conference) + banquet programme								
		Design banquet programme Selection/Catering of food for conference							√ √	
		Decoration of venue Confirm hosts for conference and start work on MC scripts							on-going √	
		Confirm hotel room bookings for guests Design/Order shirts for volunteers, staff, science committee	dateline						√ √	
		Update financial spendings for conference							√	
		Preparation of financial allowance for various people (scientists, reporters, volunteers, drivers, labour etc)							٧	
	Conference: registration, publicity	Update Conference Agenda Update the website (for the latest information)							√ √	
		Use promotional plan tools to advertise the conference Sending out visa letter for participants							٧ ٧	
		Check on conference registration numbers + dietary info +							v	
		allergies Send out visa letters for presenters							٧	
		Booking of hotels for Science Committee Members, GOH, VIPs Booking of flights for Science Committee Members							√ √	
		Collect all the papers for proceedings							٧ ٧	
	Abstracts and	Arrange for GOH, VIPs pick up Arrange Science Committee members pick up and reception							V V	
	Abstracts and speakers	services (including lunch/dinner) Reminder for speakers to submit their powerpoints/papers								
		presenters							٧	
		Tidy presenters powerpoint, including their bios on the first slide							on-going	
		Finalised programme for conference Send e-mail update to participants/speakers	postpone to Sep.						on-going √	
		Finalised programme for conference Send e-mail update to participants/speakers	postpone to Sep.							

Note Name					People in Charge					
September Process Response to the conference basis of the conference of the confer	Month	Key Areas	Tasks	Remarks	Jane	Anna	Lang	CEODE	CAST	Done
September Reprinter September Septemb	September			hotel						
Managing assumptions for each attachment/ment conjugation Conjugat		Collaterals	Making of name plates for speakers							on-going
Section page for common package (production, notation), continuous, continuous										
Receive tower for conference package throutunes, protections, package to provide the protection of the package and protections of the package and protectio										on-going
Recultion/Street for conference for conference and activities of the conference and activities and process and activities of the conference and activities a			Receive items for conference package (brochures, notebook,							on-going
a g. lapone, printers, statisticonides, etc. etc. 1. Update of printers administrative should not for this 3 days of the conference of confer			Recruiting/Briefing volunteers for conference							on-going
Orderinance (including 2 days before commencement of conference and activation of the place and activation of the conference and activation act			e.g. laptops, printers, stationeries, etc etc							on-going
Oriente Salaria Saranja control Prij guastis for Opening Ceremony and										٧
All weeks out Time Finance: Conference or company and a conference or conference or company and a conference or conference or company and a			conference) + checklist							
Medical releases to journalists to cover the event. Design Prepare techniques to be journalists to cover the event. Missing of name plates for speakers. Continue working or MC scripts for conference. Continue working or MC scripts for conference. Continue working or MC scripts for conference. Increase residents for volunteers, sulf, science committee. Pleance. Personne. Personne. Personne. Conference. Conference. Personne. Conference. Conference. Presonne. Conference. Conf		Othoro	Banquet							
Making of name dated for speakers Making of name dated for speakers Making of namedated for speakers Making of namedated for speakers Design Pregate Bannesed programme Continua working on M.S. carpits for conference Design Pregate Bannesed programme Continua working on M.S. carpits for conference Design Pregate Speakers (preging centerony) speakers and send Design Speakers (preging centerony) speakers and send Receive gaster speakers (preging centerony) speakers (preging centerony		Others								
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Increase recistration price for delegates to 2250 Receive upst speakers (program genemony) speaches and send			Confirmation of decoration for venue							on-going
Time Time Cochemic Cochemi			Increase registration price for delegates to 2250							
Receive ahrits for volunteens, staff, secence committee on-going On-goi										on-going
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Finance Preparation of financial allowance for various people (scientists, reporters, solutienes), divers, shourd etc.) Lodate Conference. Update Conference Agenda Politicity Colleterals Colleterals Colleterals Colleterals Making of name plates for speakers Making of name plates for speakers Various Conference Agenda Repeat Conference Agenda Repeat Conference Agenda Repeat Conference Agenda Various Conference Agenda Various Conference Conference Agenda Various Conference Presentes to submit powerpoints/papers for their presentation + seed in the folios (e.g. name, designation, organisation) Complete MC corplet for conference Presentes to submit powerpoints/papers for their presentation + seed in their boos (e.g. name discipation, organisation) Complete MC corplet for conference Presentes to submit powerpoints/papers for their presentation + seed in their boos (e.g. name discipation, organisation) Complete MC corplet for conference Receive translated scripts and to check through them Packing conference packages Sitting arrangement for opening ceremony Organize aliport pick-up (who, timediate) V check everything is in place such as poster materials, AV placement, designate packages, gifts, simport pick-ups, V placement, designation ist Agendation ist Complete any outstanding work Conference any outstanding work Conference any outstanding work Conference any outstanding work Various through the programme (tood + entertainment + seating amounts of the particular of the papers of the packages of	Time			Remarks						
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arrangement) Confirmation of lood for conference Presenters to submit powerpoints/papers for their presentation + Presenters to submit powerpoints/papers for their presentation + Others Complete MC scripts for conference Receive translated sortins and to check through them Packing conference packages Sitting arrangement for opening ceremony Organize airport pick-up (who, time-date) Update Registration (unform/shirs, reporters/drivers/abor/administrative fees Complete any outstanding work Close conference registration Update Registration Isst Making of nametase for everyone + name plates Have pre-conference meeting with all appropriate meeting site personnel (i.e. volunteers, staff) Complete any outstanding work Registration List Registration Committee Members + other arrangements Reserve Registration	3/4 weeks out									
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Update Registration List	2 weeks out	Others	Complete any outstanding work							
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30 Oct (Sunday) Programme put up at various points at the conference venue Proper signages up (showing directions) Prepare rooms for Day 1 conference (reserve seats, name plates, room layout etc) Update registration list Making of nametags for everyone Receiving VIPs from airport + other arrangements				with CAST, earlier?						
(Sunday) Others Others Proper signages up (showing directions) Prepare rooms for Day 1 conference (reserve seats, name plates, room layout etc) Update registration list Making of nametags for everyone Receiving VIPs from airport + other arrangements										
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Update registration list Making of nametags for everyone Receiving VIPs from airport + other arrangements	(Sunday)	Others	Prepare rooms for Day 1 conference (reserve seats, name plates,							
Receiving VIPs from airport + other arrangements			Update registration list							

	Key Areas	Tasks	Remarks						
Month				Jane	Anna	Lang	CEODE	CAST	Done
		Take care of sponsor rights				Ū			
		Testing of AV setup and simulataneous interpretation Review all set-ups, including registration area							
		Brief volunteers (volunteer leaders)							
		Registration counter set up Registering participants							
		Check room settings and AV placement prior to each session							
		Load essential powerpoints in laptop(s) and do testing Check that programme is put up at various points at the							
		conference venue							
		Check on lunch and tea breaks Host speakers							
	Conference	Prepare delegate packages/gifts							
		Present delegate gifts Issue the Conference package							
		Managing of reporters/press							
Day 1		Assist facilitator with preparations Take care of sponsor rights							
31 Oct		Taking minutes of proceedings for compilation of conference	Sarah, Mim						
(Monday)		proceedings VIP phototaking on stage	Caran, min						
		Reimbursements for scientists, speakers							
		Ensure that there is first aid facility present on conference venue Programme put up at various points at the conference venue for							
		Day 2							
	End of Day	Prepare rooms for Day 2 conference (reserve seats, name plates, room layout, clean etc)							
		Proper signages up (showing directions)							
		Review all set-ups Putting up of backdrop for banquet							
		Prepare for the Welcoming Banquet (food arrangements +							
	Banquet	programme, AV check, music, layout, VIP table seating arrangement, etc)							
		Check room settings and AV placement							
		Brief volunteers (volunteer leaders) Registration counter set up (1 counter only)							
		Registering participants							
		Check room settings and AV placement prior to each session Load essential powerpoints in laptop(s) and do testing							
		Check that programme is put up at various points at the							
	Conference	conference venue Check on lunch and tea breaks							
		Host speakers							
		Prepare delegate packages/qifts Present delegate gifts							
Day 2 1 Nov		Issue the Conference package							
(Tuesday)		Managing of reporters/press Assist Facilitator with preparations							
		Reimbursements for scientists, speakers							
		Take care of sponsor rights Ensure that there is first aid facility present on conference venue traking minutes or proceedings for compilation or conference							
		and an additional	Sarah, Mim						
		Prepare for dinner for Scientfic Committee Members Programme put up at various points at the conference venue for							
	End of Day	Day 2							
		Proper signages up (showing directions) Prepare rooms for Day 3 conference (reserve seats, name plates,							
		room layout, clean etc)							
		Brief volunteers (volunteer leaders) Check room settings and AV placement prior to each session							
		Load essential powerpoints in laptop(s) and do testing							
		Check that programme is put up at various points at the conference venue							
		Check on lunch and tea breaks							
Day 2		Host speakers Prepare delegate packages/gifts							
Day 3 2 Nov	Conference	Present delegate gifts							
(Wednesday)		Issue the Conference package Reimbursements for scientists, speakers							
		Managing of reporters/press							
		Assist Facilitator with preparations Take care of sponsor rights							
		Ensure that there is first aid facility present on conference venue	Corol Min						
		Taking minutes of proceedings for compilation of conference Prepare for closing dinner for Scientfic Committee Members	Sarah, Mim						
	End of Day	Packing up of venue							
	Finance	Update financial spendings for conference / Balance in funds Update the website (for the latest information +							
	Conference	powerpoint/speeches etc) Send out IRDR newsletter accentuating Conferences highlights,							
After Conference	publicity	such as the keynote speakers, sessions etc.					<u></u>		
Follow Up		Consolidating and making available conference proceedings Send speakers, sponsors and VIP thank you letters	Sarah, Mim						
3 - 4 Nov		After Action Report							
	Others	Unpack workshop material & store in appropriate places Present volunteer with gifts to thank them for their help							
		Return banquet with CAST and CEODE							