

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

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

Month	Key Areas	Tasks	Remarks	People in Charge					Done
				Jane	Anna	Lang	CEODE	CAST	
September	Collaterals	Print posters and backdrop for the conference	hotel						v
		Print Conference Agenda Book							on-going
		Making of name plates for speakers							on-going
		Making of nametags for everyone							on-going
	Others	Managing arrangement for work attachment/intern							on-going
		Receive gifts for the VIP guests/sponsors such as pens, business card holders/cases							on-going
		Receive items for conference package (brochures, notebook, pens, bags, lanyards)							on-going
		Recruiting/Briefing volunteers for conference							on-going
		Making a detailed listing of items needed during the conference e.g. laptops, printers, stationeries, etc etc							on-going
		Updating detailed administrative schedule for the 3 days of the conference (including 2 days before commencement of conference) + checklist							v
		Sitting arrangements for VIP guests for Opening Ceremony and Banquet							on-going
		Making signs to notify that seats are reserved for VIP							on-going
		Media release to journalists to cover the event							on-going
		Design/Print schedules to be placed around the conference venue							on-going
		Making of name plates for speakers							on-going
		Making of nametags for everyone							on-going
	Design/Prepare banquet programme							on-going	
	Confirmation of food for conference							on-going	
	Confirmation of decoration for venue							on-going	
	Continue working on MC scripts for conference							on-going	
Increase registration price for delegates to 2250							on-going		
Receive guest speakers (opening ceremony) speeches and send it for translation to chinese/english							on-going		
Receive shirts for volunteers, staff, science committee							on-going		
Time		October/November	Remarks						
3/4 weeks out	Finance	Update financial spendings for conference						on-going	
		Preparation of financial allowance for various people (scientists, reporters, volunteers, drivers, labour etc)					on-going		
	Conference: registration, publicity	Update Conference Agenda						v	
		Update the website (for the latest information)						v	
		Use promotional plan tools to advertise the conference						v	
	Collaterals	Registration List						v	
		Receive Conference Agenda Book						on-going	
	Others	Making of name plates for speakers						v	
		Making of nametags for everyone						v	
		Confirm banquet programme (food + entertainment + seating arrangement)						v	
		Confirmation of food for conference						v	
		Presenters to submit powerpoints/papers for their presentation + send in their bios (e.g. name, designation, organisation)						v	
		Complete MC scripts for conference						v	
		Receive translated scripts and to check through them						on-going	
Packing conference packages							on-going		
2 weeks out	Others	Sitting arrangement for opening ceremony					on-going		
		Organize airport pick-up (who, time/date)					v		
		Check if everything is in place such as poster materials, AV placement, delegate packages, gifts, airport pick-ups, volunteer/staff/SC uniform/shirts, reporters/drivers/labor/administrative fees						v	
		Complete any outstanding work						v	
		Close conference registration						v	
		Update Registration List						v	
1 week out	Others	Making of nametags for everyone + name plates					v		
		Confirm banquet programme (food + entertainment + seating arrangement)					v		
		Confirmation of food (tea breaks/lunch) for conference					v		
		Transport conference materials to store at venue					on-going		
3 days prior	Others	Walk through the program at the meeting					on-going		
		Receive Scientific Committee Members + other arrangements (transport and hotel etc)							
		Ensure that lunch/dinner arrangements for Scientific Committee members are running smoothly							
		Update registration List							
		Making of nametags for everyone							
		Walk through the program at the meeting							
		Finalised meeting + go through seating arrangements/roles and responsibilities etc							
		Final brief and confirmation of volunteers							
Complete any outstanding work									
30 Oct (Sunday)	Finance	Commence reimbursements for scientific committee (from 29 Oct)							
	Collaterals	Putting up of posters and backdrop for the conference							
		Sitting arrangements for VIP guests							
	Others	Registration counter set up (Conference Agenda Book, lanyards, conference package etc) + making nametag facility	to be discussed with CAST, earlier?						
		Registering participants							
		Ensure that there is first aid facility present on conference venue							
		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									
Prepare delegate packages/gifts (setting up for next day event)									

Month	Key Areas	Tasks	Remarks	People in Charge					Done	
				Jane	Anna	Lang	CEODE	CAST		
Day 1 31 Oct (Monday)	Conference	Take care of sponsor rights								
		Testing of AV setup and simultaneous 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								
		Prepare delegate packages/gifts								
		Present delegate gifts								
		Issue the Conference package								
		Managing of reporters/press								
		Assist facilitator with preparations								
		Take care of sponsor rights								
		Taking minutes of proceedings for compilation of conference proceedings	Sarah, Mim							
		VIP phototaking on stage								
		Reimbursements for scientists, speakers								
	Ensure that there is first aid facility present on conference venue									
	End of Day	Programme put up at various points at the conference venue for Day 2								
		Prepare rooms for Day 2 conference (reserve seats, name plates, room layout, clean etc)								
		Proper signages up (showing directions)								
	Banquet	Review all set-ups								
		Putting up of backdrop for banquet								
		Prepare for the Welcoming Banquet (food arrangements + programme, AV check, music, layout, VIP table seating arrangement, etc)								
	Day 2 1 Nov (Tuesday)	Conference	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 venue										
Check on lunch and tea breaks										
Host speakers										
Prepare delegate packages/gifts										
Present delegate gifts										
Issue the Conference package										
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										
Taking minutes of proceedings for compilation of conference proceedings			Sarah, Mim							
Prepare for dinner for Scientific Committee Members										
End of Day			Programme put up at various points at the conference venue for Day 2							
		Proper signages up (showing directions)								
		Prepare rooms for Day 3 conference (reserve seats, name plates, room layout, clean etc)								
Day 3 2 Nov (Wednesday)		Conference	Review all set-ups							
			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							
			Host speakers							
			Prepare delegate packages/gifts							
	Present delegate gifts									
	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									
End of Day	Taking minutes of proceedings for compilation of conference proceedings	Sarah, Mim								
	Prepare for closing dinner for Scientific Committee Members									
After Conference Follow Up 3 - 4 Nov	Finance	Packing up of venue								
	Conference publicity	Update financial spendings for conference / Balance in funds								
		Update the website (for the latest information + powerpoint/speeches etc)								
		Send out IRDR newsletter accentuating Conferences highlights, such as the keynote speakers, sessions etc.								
	Others	Consolidating and making available conference proceedings	Sarah, Mim							
		Send speakers, sponsors and VIP thank you letters								
		After Action Report								
Unpack workshop material & store in appropriate places										
Present volunteer with gifts to thank them for their help										
Return banquet with CAST and CEODE										