

<p><u>18 Months Out</u></p> <ul style="list-style-type: none"> • Major Decisions <ul style="list-style-type: none"> ○ Theme & Title ○ Place & Date ○ Hybrid Participation possibilities • Establish <ul style="list-style-type: none"> ○ Organizing Committee ○ Scientific Committee • Contact Major Stakeholders <ul style="list-style-type: none"> ○ Keynotes ○ Potential collaboration institutes • Sponsorship <ul style="list-style-type: none"> ○ Define the structure of the sponsorship program <ul style="list-style-type: none"> ▪ Levels and benefits ○ Contact potential sponsors 	<p><u>Who</u></p>	<p>✓</p>
<p><u>12 Months Out</u></p> <ul style="list-style-type: none"> • It is recommended to seek contact with previous hosts of IAPRI events to exchange experiences • Scientific Committee (SC) <ul style="list-style-type: none"> ○ Set up how abstract and peer reviewed papers are going to be processed <ul style="list-style-type: none"> ▪ EasyChair or IAPRI's software ▪ Send out official invites to the SC members ○ Determine the evaluation process for reviews • For World Conferences, Prepare a Call for Papers <ul style="list-style-type: none"> ○ Establish deadlines for abstracts and peer reviewed papers ○ Work with the Secretary General to distribute to the members ○ Possible press releases • Begin to choose keynote speakers and session moderators • Create an email mailing list containing: <ul style="list-style-type: none"> ○ Interest group ○ Specialized journals (newsletter, ...) ○ Members • Distribution of the Call for Papers on the website of the Conference and by IAPRI. • Contact the Secretary General about communicating the dates when the site will open, about deadlines, extended deadlines etc. 	<p><u>Who</u></p>	<p>✓</p>

<p>Reminder: Submissions come in close to the deadline. So do not worry if there are hardly submissions a few days before the deadline.</p> <ul style="list-style-type: none"> • Funding sources: <ul style="list-style-type: none"> ○ Internal <ul style="list-style-type: none"> ▪ Department ▪ Other departments ○ External <ul style="list-style-type: none"> ▪ Region, city, country ▪ other associations ▪ Sponsors of the private domain ... • Establish a budget <ul style="list-style-type: none"> ○ Open a post office account or bank account for account management, or make a project number in the existing financial system of your organization • Contact prospective Keynotes <ul style="list-style-type: none"> ○ Clearly define the conditions for taking care of Keynotes (travel, meals, accommodation, joining dinners etc.) • Website: <ul style="list-style-type: none"> ○ Open a website for the congress with a registration form and if possible online payment ○ Distribute the address of the site by the list of e-mail addresses/with help of the Secretary General ○ Put the website address in EasyChair • Development of Marketing Campaign: <ul style="list-style-type: none"> ○ Mailings to IAPRI members ○ Regional, State or country marketing to potential industry attendees to World Conference ○ Press releases ○ LinkedIn 		
<p><u>10 Months Out</u></p> <ul style="list-style-type: none"> • Hotel Selection <ul style="list-style-type: none"> ○ Negotiate possibly special rates in hotels for participants and lecturers. ○ Make a list of hotels. ○ Temporary reservation of rooms for the General Secretary (eventually also reserve a room for the President on forehand; it is efficient if they stay in the same hotel; communicate this with them) • Set the amount of the registration fee (and Early Bird Fare Event) and clearly determine what is included. <ul style="list-style-type: none"> ○ Members, Non-Members, Board Directors, Students & Online is offering ○ Social events for accompanying people ○ Symposia only have members ○ Conferences have also external attendees 	<p><u>Who</u></p>	<p>✓</p>

<ul style="list-style-type: none"> Anticipate the purchase of document folders for participants (towels) with the event. Give an impression of logos. 		
<p><u>9 Months Out</u></p> <ul style="list-style-type: none"> For Member Conferences, Prepare a Call for Papers <ul style="list-style-type: none"> Establish deadlines for abstracts and peer reviewed papers Work with the Secretary General to distribute to the members Possible press releases Contact the selected writers and write thanks to the peoples whose papers have not been selected Construction of the program schedule; distribution of seminars and workshops etc. in different rooms. Posters <ul style="list-style-type: none"> Make a template for those who are invited to present a poster based on the size of the boards that are available (or the room on the wall that is chosen for this). Translate the template to a usable software format (Adobe or Microsoft) and send this by use of EasyChair to those who are asked to present a poster. Consider a pitch presentation on base of a PowerPoint format of 5 slides (or use previous ones) for poster presenters to present their research in 5 minutes. The best could be to plan this in the last block of a session, just before a (coffee) break in the morning or afternoon so the presenters can be at their posters in the break to answer questions and to have discussions. Plan Evening Events <ul style="list-style-type: none"> Opening reception Reserve restaurants or rooms (catering) for the official evening (banquet) and for the social dinner Think about entertainment, music, animation, award presentation, microphone, etc 	<p><u>Who</u></p>	<p>✓</p>
<p><u>6 Months Out</u></p> <ul style="list-style-type: none"> Establish monthly contacts with the board of directors of the association through the Secretary General Finalization of the program <ul style="list-style-type: none"> IAPRI Student Research Exchange Scholarship time slot with all attendees <ul style="list-style-type: none"> At World Conferences, there needs to be a time slot for presentations from accepted applicates to promote their research At Member Conferences, there needs to be time slot to present the findings of the student exchange research project. 	<p><u>Who</u></p>	<p>✓</p>

<ul style="list-style-type: none"> ○ schedule posted on the internet as preliminary program. Remind that changes come in until the last night (people not coming because of private issues, ca. 5% change of presenter etc.) ○ Redistribute information by email (list) 		
<p><u>3 Months Out</u></p> <ul style="list-style-type: none"> ● Prepare the participant's and speakers files ● Contact the catering service (for coffee breaks, aperitif) ● Facility Planning <ul style="list-style-type: none"> ○ Contact services to set up stands (room for posters) – which room? ○ Contact building management for the organization of rooms and technical facilities. See also for the availability of tables, panels, etc. 	<u>Who</u>	✓
<p><u>2 Months Out</u></p> <ul style="list-style-type: none"> ● Confirm hotel reservations: <ul style="list-style-type: none"> ○ IAPRI secretary general, president and keynotes. ○ Provide details to the speakers (name of the hotel, location, convention access plan) ○ Plans how to travel ○ Tourist brochures, city map 	<u>Who</u>	✓
<p><u>1 Month Out</u></p> <ul style="list-style-type: none"> ● Prepare the participant's and speakers files <ul style="list-style-type: none"> ○ Program ○ Plans how to travel ○ Paper pads, pens ○ Tourist brochures, city map ● To be published <ul style="list-style-type: none"> ○ Book of abstracts (for a quick view for attendees which presentation to visit). The book of abstracts can be published on the website, also to interest external people to join the conference or to get more sponsors ○ Event Proceedings will need to be developed and published. Ask for an ISBN number at the library of your institute. The proceedings contain: <ul style="list-style-type: none"> ▪ All the papers of the oral presentations ▪ Papers of the poster presentations (these can be shorter, more in line with what people would tell you when you are observing their poster; a 2-page paper, a template has been made) ▪ The abstracts of the peer review stream ▪ An introduction by the scientific leader 	<u>Who</u>	✓

<ul style="list-style-type: none"> ▪ Names of the members of the Scientific Committee ▪ Organizing teams ▪ Sponsors (if agreed in the contract with the sponsor) ▪ Keynote information with a short biography of the keynote speaker and a summary of what they will present (ask ca. one month before the event so they have time to write it and to think about the presentation) <ul style="list-style-type: none"> • Receive papers for the proceedings <p>Reminder: Set a deadline about 5 weeks before the event to receive the papers that will be taken up in the proceedings</p> <ul style="list-style-type: none"> ○ You can choose that the papers will be uploaded in EasyChair or to manage this stream yourself ○ The policy is: no paper submitted, no presentation. There are always people with reasons (real or not) to tell that they cannot finish their paper. Ask the Secretary General to help in this, so they see that the activity is organized by an association with a common objective. A short paper of several pages should be the minimum that has to be expected from somebody that is going to present. ○ Try to do everything to complete the proceedings, meaning all the papers are included. This can mean that you must email several times to get the last papers. ○ The proceedings are given to the attendees as pdf on a USB stick. Do not put it on the website and do not give it before the event. Take a day for copying the pdf to all the USB sticks. If possible <p>Reminder: An IAPRI Student Research Exchange Scholarship time slot have to be scheduled in the program for in person or by video presentations with all participants in attendance</p> <ul style="list-style-type: none"> ○ At World Conferences, there needs to be a time slot for presentations from accepted applicates to promote their research project for a vote ○ At Member Conferences, there needs to be time slot to present the findings of the student exchange research project ○ Try to set timing for workings groups. There is a preference to organize these before the activity. For example, the afternoon before the welcome reception. Take an hour per working group, preferentially after each other because some people like to attend more working groups. Check with the SG about possible attendance at each working group so you can plan an adequate capacity room. The IAPRI board meets the morning before the activity. Communicate with the SG about the planning. Plan a room. ○ The editorial board of PTS likes to plan a meeting because most people are present at an activity. Communicate with the editor of PTS about timing. Plan a room. 		
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<ul style="list-style-type: none"> ○ Remind that there are also some groups that like to plan a meeting that are not officially known as working group. Think about research initiatives. ● Stream of presentations <ul style="list-style-type: none"> ○ Manage the stream of presentations. See the Excel file as an example. ○ Make blocks of topics and put the submitted papers in the scheme with title, author, institute and country. ○ If somebody else will present, please take up [name] replacing [name first author] so it is clear who is the first author ● Provide gifts (wine, flowers, chocolates) for the keynote speakers, guests of honor, etc. 		
<p><u>1 Week Out</u></p> <ul style="list-style-type: none"> ● Complete the participant's files <ul style="list-style-type: none"> ○ Buttons/badges ○ Payment receipt (many attendees need a payment receipt with the address of the institute and not with the personal address, many will fill out the registration and often type in their personal address because their credit card is registered there but this can conflict with the needed address on the receipt to claim back the money at their institute) ● Vouchers (meals, additional activities) ● List of participants ● Evaluation form (will be provided by the SG, ask in time) ● State of the art, organization of the reception on the spot: pc, printer, telephone, signage, computer terminals, means of photocopying, flip chart or screen for notifications and changes in the program, things that are found/lost etc. ● Check the technical means in the rooms and audiences especially if recording interventions (microphones) are present. <p>Reminder: Computers in the presentation rooms are often not updated with latest versions of the software; check in time</p> <ul style="list-style-type: none"> ● Anticipate a cash box (currency) for last-minute receipts at reception. ● Anticipate possibility by paying by credit card or bank card for those who still have to pay. ● Organize the presence of the reception staff ● Organize WIFI access for attendees 	<p><u>Who</u></p>	<p>✓</p>

<p><u>3 Days Out</u></p> <ul style="list-style-type: none"> • Confirm the number of participants in: <ul style="list-style-type: none"> ○ Catering service (breaks, aperitifs). Provide water for the speakers in the rooms. ○ Restaurants for the official meal ○ Guide for tourist visits • Make a list of useful phone numbers (restaurants, hotels, taxis, building stewardship, technical service, emergency number ...) • Provide a briefcase of small office equipment for the reception • Mark the premises: display program enlargements, floor plan, rooms no., schedule, city map, ... • Point out the latest payments from the registration finances and print an up-to-date list for the reception at the check-in desk. • Practical issues <ul style="list-style-type: none"> ○ Instruct technicians, make list of presenters per room ○ Organize the posters and how and when to hang them on the boards (pins, tape). ○ Think of a way to make clear to the speaker that there only 5 minutes left for the presentation ○ Invite session chairs for the presentations. This can be done the week before the event. Use the list of the SC. ○ A whiteboard of flip over for last notifications ○ Signs for routing or banners can be used ○ Instruct those who need to say something during the opening (governmental, municipality, deans etc.) about timing and subject ○ Think about room for luggage for the last day ○ Create a cloakroom for coats if needed 	<p><u>Who</u></p>	<p>✓</p>
<p><u>Hold the Event</u></p>		
<p><u>Event Follow Up</u></p> <ul style="list-style-type: none"> • Write reports: <ul style="list-style-type: none"> ○ Financial ○ Scientific • Write thanks to the sponsors • Payment of invoices • Reimbursement of travel expenses to speakers (note the originals) • Publication of realization and evaluation 	<p><u>Who</u></p>	<p>✓</p>