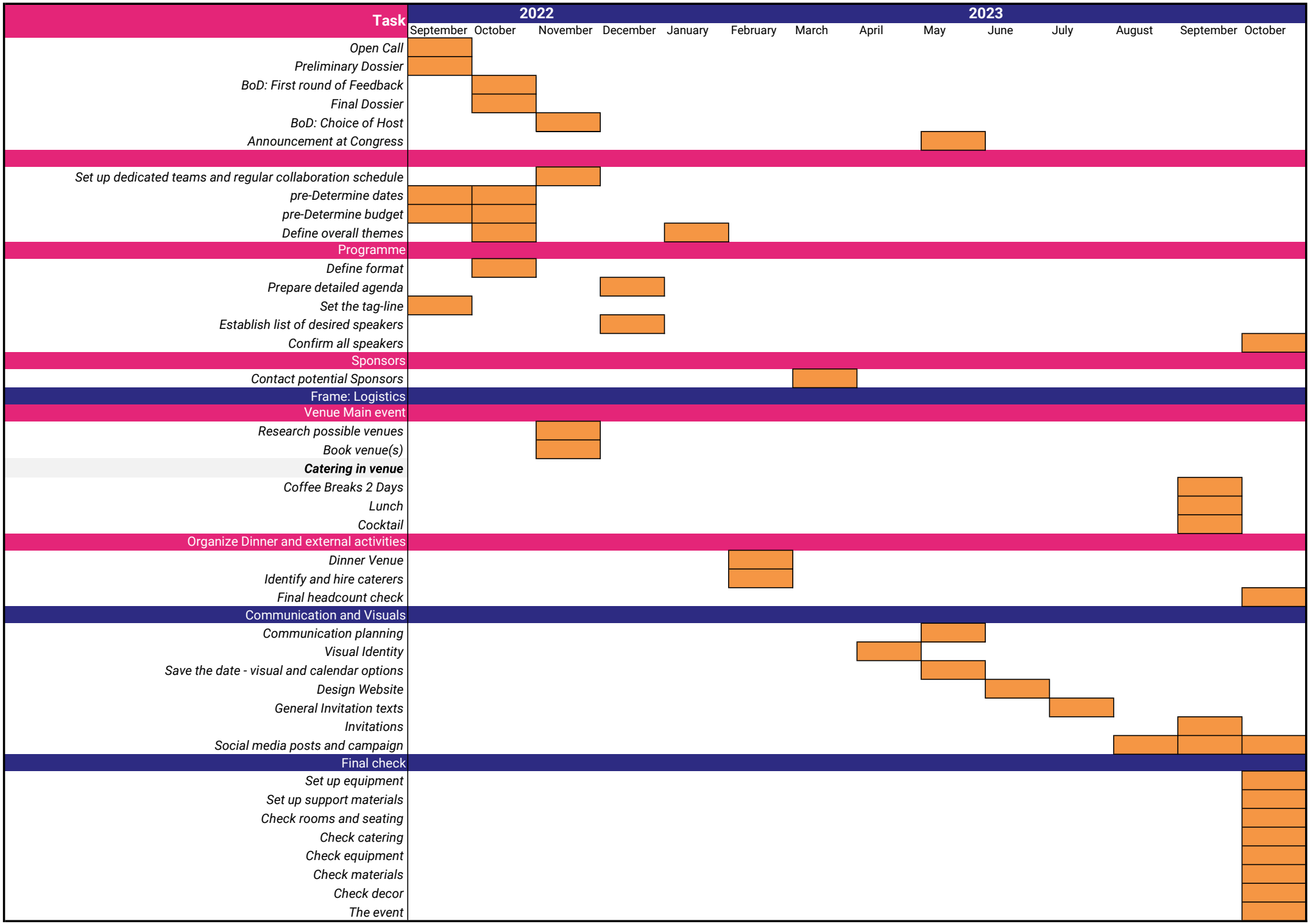
Task
2022
2023
September
October
November
December
January
February
March
April
May
June
July
August
September
October
Open Call
Preliminary Dossier
BoD: First round of Feedback
Final Dossier
BoD: Choice of Host
Announcement at Congress
Set up dedicated teams and regular collaboration schedule
pre-Determine dates
pre-Determine budget
Define overall themes
Programme
Define format
Prepare detailed agenda
Set the tag-line
Establish list of desired speakers
Confirm all speakers
Sponsors
Contact potential Sponsors
Frame: Logistics
Venue Main event
Research possible venues
Book venue(s)
Catering in venue
Coffee Breaks 2 Days
Lunch
Cocktail
Organize Dinner and external activities
Dinner Venue
Identify and hire caterers
Final headcount check
Communication and Visuals
Communication planning
Visual Identity
Save the date - visual and calendar options
Design Website
General Invitation texts
Invitations
Social media posts and campaign
Final check
Set up equipment
Set up support materials
Check rooms and seating
Check catering
Check equipment
Check materials
Check decor
The event