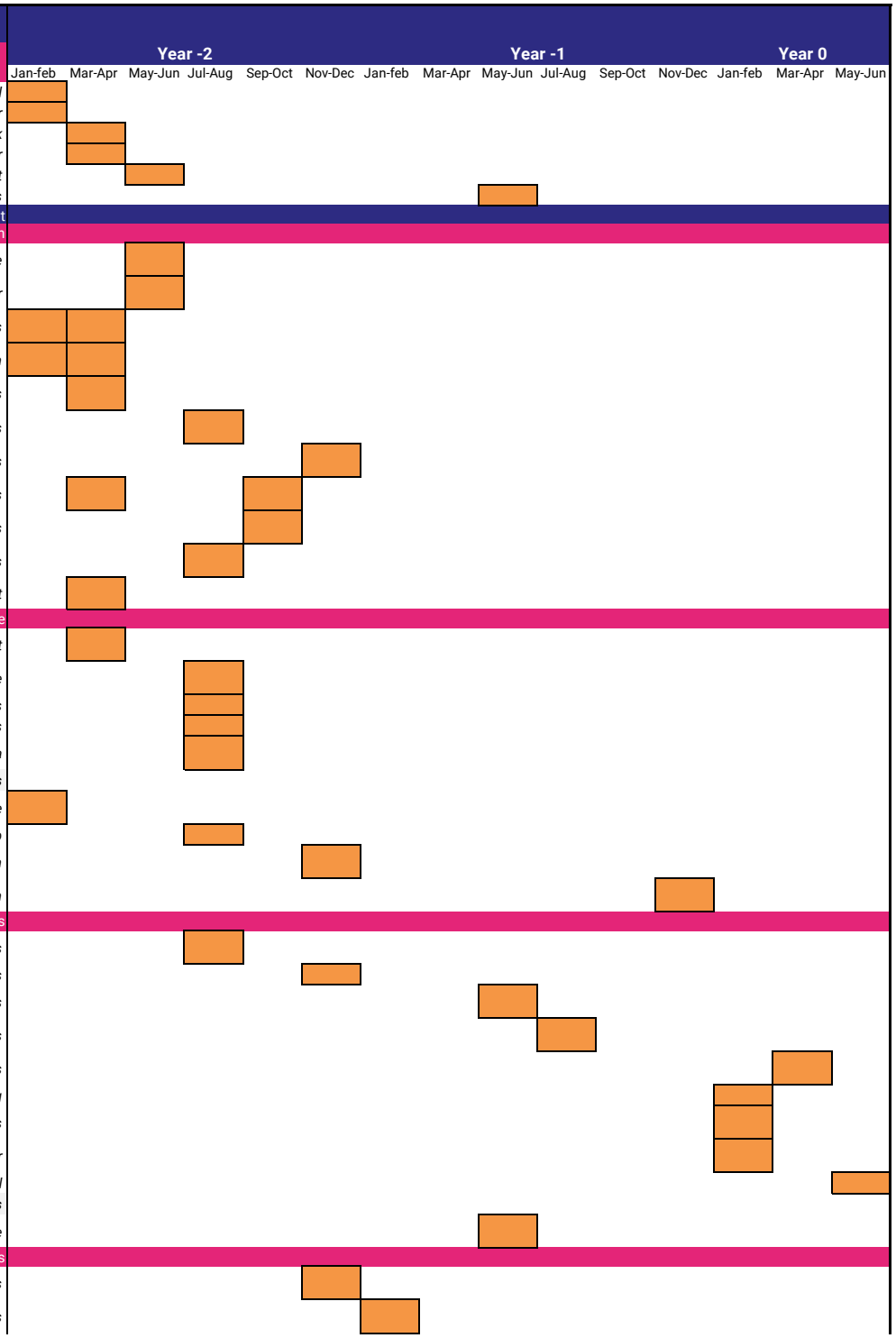
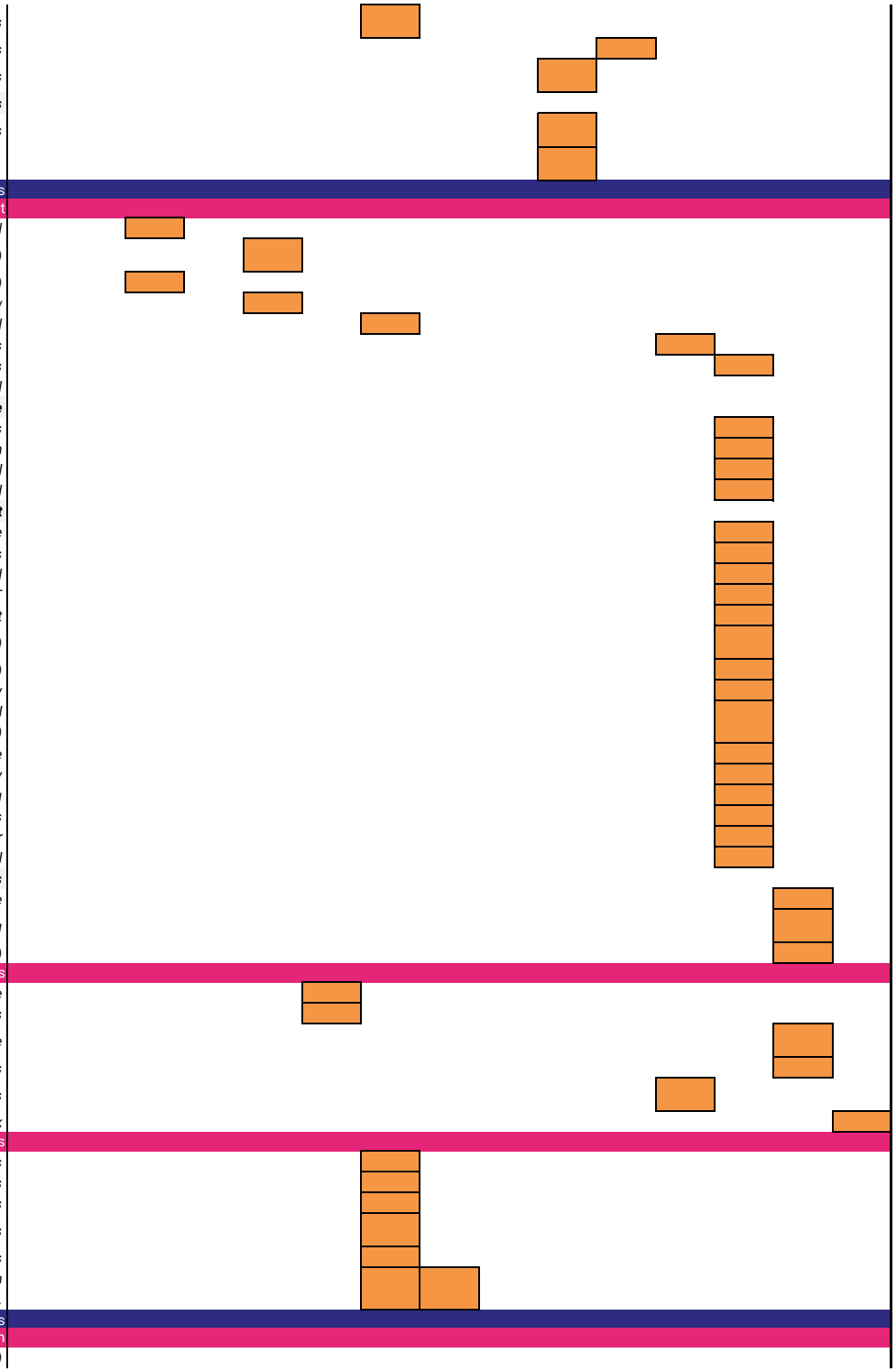
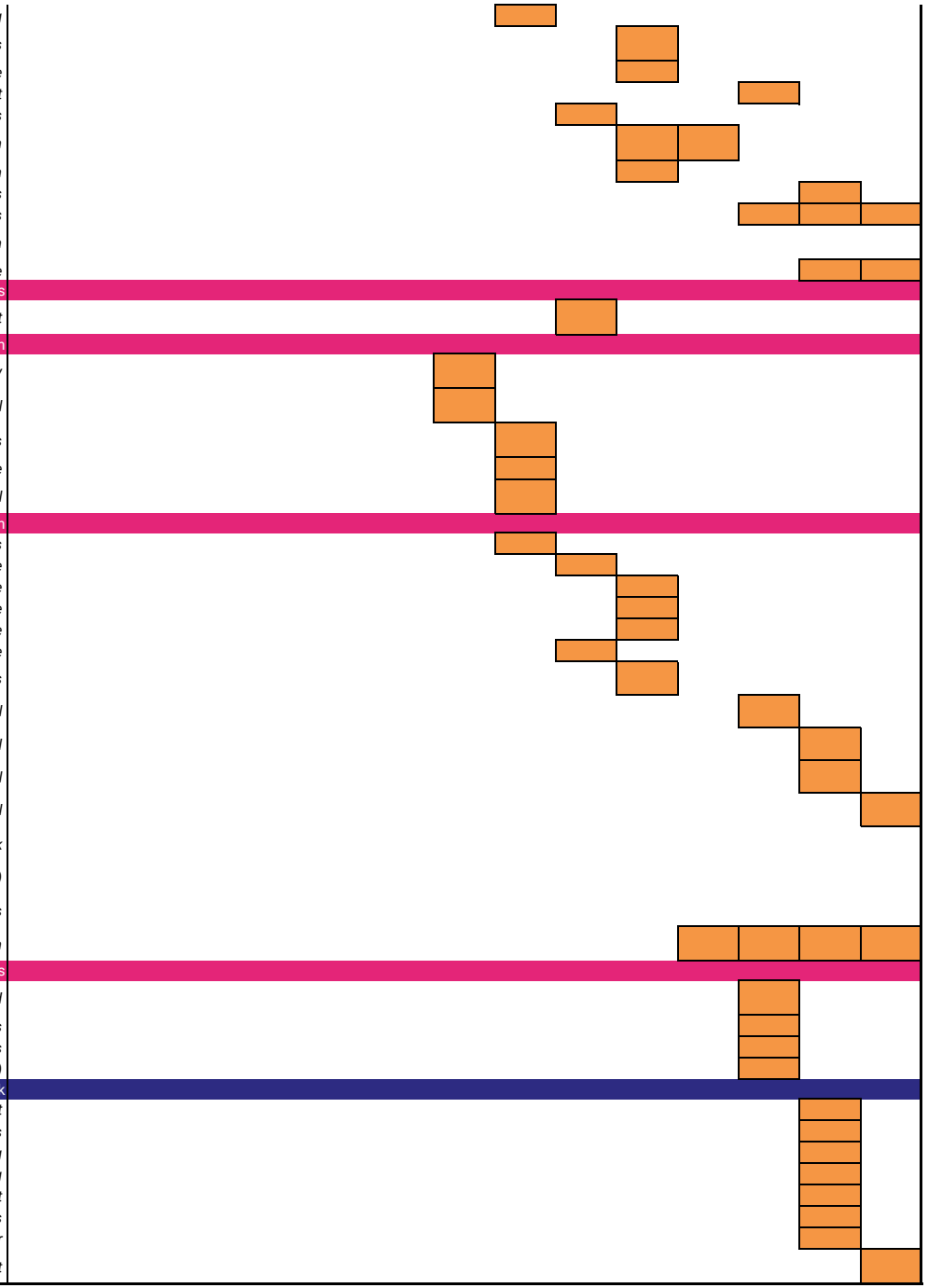
Breakdown of tasks & costs – Annex 1

#	Comments	Financial responsible	Initiative/ charge	
0				*Open Call*
0				*Preliminary Dossier*
0				*BoD: First round of Feedback*
0				*Final Dossier*
0				*BoD: Choice of Host*
0				*Announcement at Congress*
1				Frame: Content
1.2				Preparation
1.1.1			EBN/ HOST	*Set up dedicated teams and regular collaboration schedule*
1.1.2			EBN/ HOST	*pre-determine tasks and division of labour*
1.1.3			EBN/ HOST	*pre-Determine dates*
1.1.4			EBN/ HOST	*pre-Determine budget and its division*
1.1.5			EBN/ HOST	*Set goals*
1.1.6			EBN/ HOST	*Set Target Audiences*
1.1.7			EBN/ HOST	*Decide prices and offers*
1.1.8			EBN/ HOST	*Define overall themes*
1.1.9			EBN/ HOST	*Define potential partners*
1.1.10			EBN/ HOST	*Pre-define Potential Sponsors*
1.1.11	To be updated regularly by both parties		EBN	*Create shared Budget document*
1.2				Programme
1.2.1	Mutual Agreement needed		EBN/ HOST	*Define format*
1.2.2	Mutual Agreement needed		EBN/ HOST	*Create Programme Structure*
1.2.3	Mutual Agreement needed		HOST	*Decide Programme Themes*
1.2.4	Mutual Agreement needed		HOST	*Define Specific panel themes*
1.2.5	Mutual Agreement needed		EBN/ HOST	*Prepare detailed agenda*
1.2.6				***Comms***
1.2.6.1	Mutual Agreement needed		EBN/ HOST	*Set the tag-line*
1.2.6.2	Mutual Agreement needed		EBN	*Write overall Blurb*
1.2.6.3	Mutual Agreement needed		EBN/ HOST	*Write Blurb per session*
1.2.6.4	Mutual Agreement needed		EBN/ HOST	*Write the Final full Session description*
1.3				Speakers
1.3.1			EBN/ HOST	*Establish list of desired speakers*
1.3.2	Mutual Agreement needed		EBN	*Create invitation documents*
1.3.3			EBN/ HOST	*Send to first choices*
1.3.4			EBN/ HOST	*Send out to backup choices*
1.3.5			EBN/ HOST	*Confirm all speakers*
1.3.6			HOST	*Prepare Speaker Logistics - Physical or digital Briefing*
1.3.7		EBN/HOST	EBN/ HOST	*Accomodation speakers*
1.3.8		EBN/HOST	EBN/ HOST	*Transportation speaker*
1.3.9			HOST	*Coordinate collect and display of presentation material*
1.3.10				***Comms***
1.3.10.1	Each in charge of its own		EBN/ HOST	*Get Speakers' Bio and photos + consent to promote*
1.4				Sponsors
1.4.1			EBN/ HOST	*Set goals for sponsors*
1.4.2			EBN/ HOST	*Contact potential Sponsors*



1.4.3	Mutual Agreement needed		EBN/ HOST	*Confirm Sponsors*
1.4.4			EBN	*Start promoting their role in Congress*
1.4.5			EBN/ HOST	*Acquire any copy needed from sponsors*
1.4.6				***Comms***
1.4.6.1	Each in charge of its own		EBN/ HOST	*Copy + materials to reflect in comms*
1.4.6.2	Each in charge of its own		EBN/ HOST	*Acquire all logos - sponsors, partners, etc..*
2				Frame: Logistics
2.1				Venue Main event
2.1.1	Account for sessions and BoD		HOST	*Research possible venues - digital and non-digital*
2.1.2			EBN/ HOST	*Visit/review venue(s)*
2.1.3	Mutual Agreement needed	HOST	HOST	*Book venue(s)*
2.1.4	Mutual Agreement needed		HOST	*Set a venue(s) / event flow*
2.1.5	Mutual Agreement needed		HOST	*Set venue(s) look and feel*
2.1.6			HOST	*Define services*
2.1.7	Mutual Agreement needed		HOST	*Define signage and postages*
2.1.8			HOST	*Safety protocol*
2.1.9				***Catering in venue***
2.1.9.1		HOST	HOST	*Coffee Breaks 2 Days*
2.1.9.2	Mutual Agreement needed	HOST	HOST	*Lunch*
2.1.9.3	Mutual Agreement needed	HOST	HOST	*Cocktail*
2.1.9.4	Mutual Agreement needed	HOST	HOST	*Additional (i.e) Breakfast, drinks in networking, tbd*
2.1.10				***Logistics and Equipment***
2.1.10.1	Mutual Agreement needed	HOST	HOST	*Furniture*
2.1.10.2	Mutual Agreement needed	HOST	HOST	*Lights*
2.1.10.3	Mutual Agreement needed	HOST	HOST	*Sound*
2.1.10.4	Mutual Agreement needed	HOST	HOST	*AV/IT*
2.1.10.5	Mutual Agreement needed	HOST	HOST	*Internet*
2.1.10.6	Mutual Agreement needed		EBN/ HOST	*Exhibitor area and equipment (Sponsors)*
2.1.10.7	Mutual Agreement needed	EBN	EBN	*Exhibitor area and equipment (EBN Projects)*
2.1.10.8		HOST	HOST	*Stationery*
2.1.10.9	Mutual Agreement needed	HOST	HOST	*Exhibitor area and equipment (Local and National exhibitors)*
2.1.10.10	Mutual Agreement needed	HOST	HOST	*Translation to english if appliable*
2.1.10.11	Mutual Agreement needed	HOST	HOST	*Security*
2.1.10.12	Mutual Agreement needed	HOST	HOST	*Cleaning*
2.1.10.13	Mutual Agreement needed	EBN	HOST	*Host services*
2.1.10.14	Mutual Agreement needed	HOST	HOST	*Support Labour*
2.1.30	Mutual Agreement needed	HOST	HOST	*Additional*
2.1.11				***Comms***
2.1.11.1		HOST	HOST	*Guide*
2.1.11.2		HOST	EBN/ HOST	*Signage and postage in venues + Decor and Branding*
2.1.11.3	Stock material of the location	HOST	HOST	*Images and logos (if appliable)*
2.2				Organize Dinner and external activities
2.2.1	Mutual Agreement needed	HOST	HOST	*Dinner Venue*
2.2.2	Mutual Agreement needed	HOST	HOST	*Identify and hire caterers*
2.2.3			EBN/ HOST	*Headcount estimate*
2.2.4	Dietary requirements		HOST	*Agree menus for meals*
2.2.5	Mutual Agreement needed	HOST	EBN/ HOST	*Arrange Extra activities*
2.2.6	Mutual Agreement needed		EBN	*Final headcount check*
2.3				Transportation + Stays
2.3.1			HOST	*Identify transportation + Accomodation needs*
2.3.2	if appliable	HOST	HOST	*Organise transfers*
2.3.3	Stay of guests paid by guests		HOST	*Identify Partner hotels*
2.3.4	i.e; discount codes		EBN/ HOST	*Identify transportation partners*
2.3.5		HOST	HOST	*Arrange agreements*
2.3.6	Mutual Agreement needed	HOST	HOST	*Identify Partners (Communication + Traveling + Tourism etc...*
3				Communication and Visuals
3.1				Preparation
3.1.1		HOST	HOST	*Local Images, footage, and logos (if appliable)*



3.1.2		EBN	EBN	*Communication planning*
3.1.3			EBN/ HOST	*Identify Comms partners*
3.1.4		EBN	EBN	*Highlight partners on Website*
3.1.5		EBN	EBN	*Social media kit*
3.1.6		EBN	EBN	*Visual Assets*
3.1.7		EBN/HOST	EBN/ HOST	*Videos promotion*
3.1.8		EBN/HOST	EBN	*Banners for promotion*
3.1.9	Mutual Agreement needed	EBN	EBN	*Phsysical promotion materials*
3.1.10		HOST	HOST	*Local Press*
3.1.11		HOST	EBN/ HOST	*Press coordination*
3.1.12			HOST	*Logistics Guide*
3.2				Online elements
3.2.1	If needed		EBN/ HOST	*Identify and contract*
3.3				Communication
3.3.1		EBN	EBN/ HOST	*Visual Identity*
3.3.2		EBN	EBN/ HOST	*Visuals Look and feel*
3.3.3		EBN	EBN/ HOST	*Fix comms tools*
3.3.4		HOST	HOST	*Physical and Digital Onboarding Guide*
3.3.5	for promotional material linked to location/region	HOST	EBN/ HOST	*Stock videos/Images for promotional material*
3.4				Promotion
3.4.3	Mutual Agreement needed		EBN	*Save the date - visual and calendar options*
3.4.4	Mutual Agreement needed	EBN	EBN	*Design Website*
3.4.5	Mutual Agreement needed		EBN	*Programme on Website*
3.4.6	Mutual Agreement needed		EBN	*Accomodation on Website*
3.4.7	Mutual Agreement needed		EBN	*Speaker Bio on Website*
3.4.8	Mutual Agreement needed		EBN	*Ticketing on Website*
3.4.9	Both promote - coordinate to avoid overlap		EBN	*General Invitation texts*
3.4.10	Both promote - coordinate to avoid overlap		EBN	*First invitation email*
3.4.11	Both promote - coordinate to avoid overlap		EBN	*Second Invitation email*
3.4.12	Both promote - coordinate to avoid overlap		EBN	*Third invitation email*
3.4.13	Both promote - coordinate to avoid overlap		EBN	*Fourth Invitation email*
3.4.14	Both promote - coordinate to avoid overlap		EBN/ HOST	*Thank you email (general) + Feedback link*
3.4.15	Both promote - coordinate to avoid overlap		EBN	*Thank you email (specific)*
3.4.16	Both promote - coordinate to avoid overlap		EBN	*Sharing post event materials*
3.4.17		EBN/HOST	EBN/ HOST	*Social media posts and campaign*
3.5				Support materials
3.5.1			EBN/ HOST	*Identify materials required*
3.5.2		HOST	HOST	*Goodie bags*
3.5.3		EBN	EBN	*Lanyards*
3.5.4		HOST	HOST	*Hire local support (i.e. Photo + Video)*
4				Final check
4.1.1		HOST	HOST	*Set up equipment*
4.1.2		HOST	HOST	*Set up support materials*
4.1.3		HOST	HOST	*Check rooms and seating*
4.1.4		HOST	HOST	*Check catering*
4.1.5		HOST	HOST	*Check equipment*
4.1.6		HOST	HOST	*Check materials*
4.1.7		HOST	HOST	*Check decor*
4.1.8			EBN/ HOST	*The event*