

1.4.3 1.4.4	Mutual Agreement needed		EBN/ HOST EBN	Confirm Sponsors Start promoting their role in Congress	
1.4.5			EBN/ HOST	Acquire any copy needed from sponsors Comms	
1.4.6 1.4.6.1	Each in charge of its own		EBN/ HOST EBN/	Copy + materials to reflect in comms	
1.4.6.2	Each in charge of its own		HOST	Acquire all logos - sponsors, partners, etc	
2.1				Frame: Logistics 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 2.1.7	Mutual Agraement peeded		HOST HOST	Define services Define signage and postages	
2.1.7	Mutual Agreement needed		HOST	Safety protocol	
2.1.9			1.001	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 2.1.10.1	Mutual Agreement needed	HOST	HOST	Logistics and Equipment Furniture	
2.1.10.1	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	
				Exhibitor area and equipment (Local and National	
	Mutual Agreement needed	HOST	HOST	exhibitors)	
	Mutual Agreement needed	HOST	HOST	Translation to english if appliable	
	Mutual Agreement needed Mutual Agreement needed	HOST HOST	HOST HOST	Security Cleaning	
	Mutual Agreement needed	EBN	HOST	Host services	
	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 EBN/	Guide	
2.1.11.2		HOST	HOST	Signage and postage in venues + Decor and Branding	
	Stock material of the location	HOST	HOST	Images and logos (if appliable)	
2.2.1	Mutual Agreement needed	HOST	HOST	Organize Dinner and external activities Dinner Venue	
2.2.1	Mutual Agreement needed	HOST	HOST	Identify and hire caterers	
	5		EBN/	Headcount estimate	
2.2.3	Diatary requirer		HOST HOST	Agree menus for meals	
2.2.4	Dietary requirements		EBN/		
2.2.5	Mutual Agreement needed	HOST	HOST	Arrange Extra activities	
2.2.6	Mutual Agreement needed		EBN	Final headcount check 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	
234	i.e; discount codes		EBN/ HOST	Identify transportation partners	
2.3.4 2.3.5	i.e, discount codes	HOST	HOST	Arrange agreements	
1				Identify Partners (Communication + Traveling + Tourism	
2.3.6	Mutual Agreement needed	HOST	HOST	etc	
3				Communication and Visuals	
3.1 3.1.1		HOST	HOST	Preparation Local Images, footage, and logos (if appliable)	
10.1.1		11001	11001	2000agoo, rootage, and rogoo (ii appliable)	

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3.1.2		EBN	EBN EBN/	Communication planning	
3.1.3			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	
			EBN/	Videos promotion	
3.1.7		EBN/HOST	HOST	,	
3.1.8		EBN/HOST	EBN	Banners for promotion	
3.1.9	Mutual Agreement needed	EBN	EBN	Phsysical promotion materials Local Press	
3.1.10		HOST	HOST EBN/		
3.1.11		HOST	HOST	Press coordination	
3.1.12			HOST	Logistics Guide	
3.2	2			Online elements	
3.2.1	If needed		EBN/ HOST	Identify and contract	
3.2.1			11031	Communication	
			EBN/	Visual Identity	
3.3.1		EBN	HOST EBN/		
3.3.2		EBN	HOST	Visuals Look and feel	
			EBN/	Fix comms tools	
3.3.3		EBN	HOST		
3.3.4	Communication of an about 111 to 11	HOST	HOST	Physical and Digital Onboarding Guide	l 🛌
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	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	
0.4.10	Both promote - coordinate to avoid		EDNI	Fourth Invitation email	
3.4.13	overlap Both promote - coordinate to avoid		EBN EBN/		
3.4.14	overlap		HOST	Thank you email (general) + Feedback link	
3.4.15	Both promote - coordinate to avoid overlap		EBN	Thank you email (specific)	
	Both promote - coordinate to avoid			Sharing post event materials	
3.4.16	overlap		EBN EBN/	Snanny post event materials	
3.4.17		EBN/HOST	HOST	Social media posts and campaign	
3.5	5			Support materials	
251		HOST	EBN/ HOST	Identify (print) materials required	
3.5.1 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 EBN/	Check decor	
4.1.8			HOST	The event	