

CONFERENCE CHECKLIST

18-24 MONTHS PRIOR TO THE CONFERENCE

- Determine objectives of your event, planning committee and task assignments:
 - Theme
 - Name
 - Target Audience
 - Main Topics
 - What you want your attendees to take away from the conference
- Determine conference date(s):
 - Establish number of attendees, space requirements and key dates
 - Planning numbers of the required halls, sessions and exhibition space
 - Evaluating at least 3 available conference destinations and venues
- Research and evaluate the conference committees:
 - Research and collecting the target audience and creating a list of potential participants
 - Define the list of the possible speakers
 - Detect and contact with the possible partners as scientific and industrial societies
- Establish a preliminary budget and solicit sponsorship
- Develop the list of possible sponsors
- Decide the strategy of sponsorship and booth offers/rates

12-18 MONTHS PRIOR TO THE CONFERENCE

- Select the conference venue
- Set up the registration fee and conditions
- Begin communication:
 - (To who, How (email and social media accounts, Print))
- Send the first announcement - invitation letter
- Announce invited speakers and their information:
 - Sending "Call for Abstract" announcement including the topics and deadlines
- Begin abstracts collection start-end, evaluation and author payment deadlines:
 - Update the content of conference on website and integrate the communication channels
- Create the conference marketing plan
- Determine the communication channels
- Contact the chosen participants:
 - (Sponsors and speakers)
 - Plan and organize participants' travel arrangements
- Research/decide registration management and form template to post:
 - (Website, Social Media, Print, Mobile ap)
- Create promotional plan:
 - (T.V., Radio, Text campaigns, MailChimp, Printed materials)
- Design and print any brochures, advertising materials, invitations

9-12 MONTHS PRIOR TO THE CONFERENCE

- Begin collecting registration, abstracts, bookings, payments, etc.
- Send reminder emails such as abstract submission and early bird deadlines
- Update the Invited speakers
- Declare conference program at glance
- Decide the social program of the conference
- Register the conference online event/conference calendars

6-9 MONTHS PRIOR TO THE CONFERENCE

- Continue replying to participants' emails and requests
- Make arrangements for offered services to the speakers/participants:
 - (Flight, Hotel, Car, Business Dinner)
- Email the participants/speakers the updated information about the conference
- Manage conference registrations and related submissions
- Advertise to promote the conference with the communication channels you decided on:
 - Reminding the deadline of the early registrations
 - Any conference changes or updates audience will need to know
 - Registration close date
- Update the supplier contracts within the registered participants

3-6 MONTHS PRIOR TO THE CONFERENCE

- Review and evaluating of the abstracts by conference chair committee:
 - Notify the presenter authors about the results of their evaluation results
 - Specify content of the social program
 - Reminding the presenters of the accepted abstracts about the author payment deadline
- Finalize registrations, flights, hotel bookings for organizing committee and invited speakers
- Continue to reply to participants emails and requests
- Prepare the detailed conference program
- Design the name badges
- Design and finalize the draft of the conference program

1-3 MONTHS PRIOR TO THE CONFERENCE

- Send final promotion for conference registration including onsite procedure:
 - (Email, social media, TV/Radio or other campaign)
- Finalize the operation file and the registration list
- Purchase conference attendee supplies:
 - (Badge paper and holders, ribbons, maps, program, local social hot spots, attendee folders, etc.)
 - Update of the number of guaranteed participants for supplier
- Follow up and confirm the registrations and accommodations:
 - Follow-up on outstanding payments
- Announce the final conference program
- Determine technical equipment needed for conference and décor/room logistics:
 - Determine the presentation rules and advise the presenters
 - Finish the transportation logistics
- Preparation of the accommodation, tour and transfer list
- Preparing the conference mobile app and announce the download link

1 MONTH PRIOR TO THE CONFERENCE

- Gather together items and prepare the participant kits
- Preparing registration packets and print badges
- Organize a rehearsal of the conference
- Develop post-conference surveys to participants and to attendees

1 WEEK PRIOR TO THE CONFERENCE

- Organize as many conference rehearsals as needed
- Finalize and doublecheck the conference script
- Finalize and doublecheck the registrations, name badges & registration list
- Copy/print copies of any speeches, videos, presentations, etc. and double-check all has been received
- Ship the conference materials to the venue:
 - (Name badges, registration list, brochures/handouts, participant kits, media/equipment)
- Ensure all promotional items such as; gifts, plaques, trophies, etc. are on site

DURING THE CONFERENCE

- Setting up the registration table
- Check-in the registrants' records, distributing the name badges and guiding the speakers and the participants
- Checking the room set-ups and media in each room
- Finalizing the participants list and their bookings
- Organize and manage logistics of participants, attendees, suppliers, venue staff
- Prepare the registrant information brochures

POST-CONFERENCE

- Pay outstanding invoices:
 - Review the invoices and submit the final payments (income, expenses etc.)
- Reconcile expenses, costs, incidentals, etc. against conference budget
- Prepare the analytics and reports:
 - (Final registration data, documentation etc.)
- Run post-marketing activities:
 - (Video clips of conference, any news coverage, etc.)
- Send communication of appreciation to the registrants, speakers and sponsors
- Send post-conference surveys to evaluate the conference
- Compile and analyze evaluation surveys for appropriate committee review/management and place with other conference reports