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| **A close up of a logo  Description generated with very high confidenceCRITICAL PATH PLAN****5th International Conference for PeriAnaesthesia Nurses****5 - 8 November, 2019****Cancun, Mexico** |
| ✓ | Completed | **PCO** | Professional Conference Organiser |
| **IP** | In Progress | **OC** | Organising Committee |
| • | To Do | **CM** | Committee member |
|  | Note : Completed tasks in blue; key dates in green; urgent items in red |
|  | DESCRIPTION Of TASK | TO ACTION | COMMENTS/NOTES |
|  | **February 2018** (minus 21 months) |  |  |
| ✓ | Develop critical path plan (CPP) | PCO/OC |  |
| ✓ | Prepare website, URL icpanconference.com (we own domain name) | OC |  |
| ✓ | Source, review venue options | PCO |  |
|  | **March 2018** (minus 20 months) |  |  |
| ✓ | Negotiate costs, confirm venue | PCO/OC |  |
|  | Venue contract signed  | PCO /OC |  |
| IP | Prepare initial Conference budget once venue confirmed | PCO |  |
| IP | Establish OC and subcommittees, appoint Chairperson | PCO /OC |  |
| ✓ | Decide on theme and format of conference | OC |  |
| IP | Design conference logo / Draft website copy | PCO/OC |  |
|  | **April 2018** (minus 19 months) |  |  |
|  | Finalise conference logo, create marketing post card, print ads | PCO |  |
|  | Develop Sponsorship & Exhibition prospectus | PCO |  |
|  | Draft Sponsorship & Trade Exhibition target list | PCO /OC |  |
|  | **June 2018** (minus 17 months) |  |  |
|  | Draft, Finalise Call for Abstracts Flyer | PCO |  |
|  | Set up on-line abstract submission site | PCO |  |
|  | Finalise & distribute sponsorship and exhibition prospectus | PCO |  |
|  | *Venue site inspection and meeting*  | PCO /OC |  |
|  | **July2018** (minus 16 months) |  |  |
|  | Email blast abstract submission open 1 July | PCO /OC |  |
|  | Identify appropriate accommodation and make block bookings | PCO / OC |  |
|  | Develop registration form and open registration | PCO |  |
|  | **September 2018 (minus 14 months)** |  |  |
|  | Email blast abstract reminder and Registration opens 1 September | PCO /OC |  |
|  | Update on Abstract Submissions  | PCO / OC |  |
|  | Update on Registrations  | PCO |  |
|  | **October 2018 (minus 13 months)** |  |  |
|  | Update on Abstract Submissions  | PCO / OC |  |
|  | Update on Registrations  | PCO |  |
|  | Update on Sponsorship and Trade | PCO |  |
|  | Email blast abstract reminder and registration open  | PCO /OC  |  |
|  | ***Closing date for submission of oral abstracts 31st October 2018***  | PCO/OC | ? Keep this date in which case abstract review can be bought forward from Feb. |
|  | **November 2018 (minus 12 months)** |  |  |
|  | Update on Abstract Submissions  | PCO / OC |  |
|  | Update on Registrations  | PCO |  |
|  | Update on Sponsorship and Trade | PCO |  |
|  | Update website with information to date | OC |  |
|  | **December 2018 (minus 11 months)** |  |  |
|  | Update on Sponsorship and Trade  | PCO |  |
|  | Update on Registrations | PCO |  |
|  | Update website  | OC |  |
|  | **January 2019 (minus 10 months)** |  |  |
|  | Email reminder - abstract submission deadline  | PCO |  |
|  | **Revised closing date for submission of abstracts 31st January 2018**  | PCO | If required |
|  | **February 2019 (minus 9 months)** |  |  |
|  | Update on Sponsorship and Trade | *PCO/OC* |  |
|  | Update on Registrations  | PCO |  |
|  | Abstracts available to reviewing committee with instructions on accessing online  | PCO |  |
|  | Scientific committee to set aside time for review of abstracts  | OC |  |
|  | Obtain audio visual quotes  | PCO | ? already in contract. |
|  | Develop social program ideas  | *PCO/OC* |  |
|  | **March 2019 (minus 8 months)** |  |  |
|  | Identify and invite keynote speakers  | *PCO/OC* |  |
|  | Scientific committee to allocate accepted presentations to concurrent streams  | OC |  |
|  | Draft initial program  | *PCO/OC* |  |
|  | Update on Sponsorship and Trade  | *PCO* |  |
|  | Update on Registrations  | *PCO* |  |
|  | **Notification to authors of accepted abstracts - 1 March 2019**  | *PCO* |  |
|  | **April 2019 (minus 7 months)** |  |  |
|  | Update on Sponsorship and Trade  | *PCO* |  |
|  | Update on Registrations  | *PCO* |  |
|  | Confirmation letters and briefing notes to accepted speakers  | *PCO* |  |
|  | Website update - program, keynote speakers  | *PCO* |  |
|  | *Teleconference*  | *PCO/OC* |  |
|  | **May 2019 (minus 6 months)** |  |  |
|  | Update on Sponsorship and Trade  | *PCO* |  |
|  | Update on Registrations | *PCO* |  |
|  | Confirm other keynote presenters (Opening speaker etc)  | *PCO/OC* |  |
|  | **June 2019 (minus 5 months)** |  |  |
|  | Update on Sponsorship and Trade  | *PCO* |  |
|  | Update website with current program details  | *PCO/OC* |  |
|  | *Teleconference*  | *PCO/OC* |  |
|  | ***Closing date for submission of poster abstracts 1 June 2018*****Notification to authors by ?** |  |  |
|  | **July 2019 (minus 4 months)** |  |  |
|  | Update on Sponsorship and Trade  | *PCO* |  |
|  | Update on Registrations  | *PCO* |  |
|  | Circulate suggestions for delegate satchels  | *PCO* |  |
|  | Update website  | *PCO* |  |
|  | *Teleconference*  | *PCO/OC* |  |
|  | **August 2019 (minus 3 months)** |  |  |
|  | Update on Sponsorship and Trade  | *PCO* |  |
|  | Update on Registrations  | *PCO* |  |
|  | Confirm 'official opening' presenter  | *PCO/OC* |  |
|  | Order Conference satchels  | *PCO* |  |
|  | Confirm 'Welcome to Country'  | *PCO* |  |
|  | Develop exhibition floorplan including poster boards  | *PCO* |  |
|  | Ensure all sponsorship entitlements have been received  | *PCO* |  |
|  | *Teleconference*  | *PCO/OC* |  |
|  | *Session chairs to be tentatively invited/confirmed (including briefing notes)* |  |  |
|  | ***September 2019 (minus 2 months)*** |  |  |
|  | *Update on Sponsorship and Trade*  | *PCO* |  |
|  | *Update on Registrations*  | *PCO* |  |
|  | *Obtain quotes for insurance*  | *PCO* |  |
|  | *Ensure all exhibitors have bump-in / bump-out details*  | *PCO* |  |
|  | *Ensure all sponsors/exhibitor registrations have been received*  | *PCO* |  |
|  | *Ensure all accommodation requirements have been received for* *VIP's/Speakers*  | *PCO* |  |
|  | *On-site program booklet to be approved and sent to designer* |  |  |
|  | *Discuss and select speaker gifts*  | *PCO/OC* |  |
|  | *Teleconference*  | *PCO/OC* |  |
|  | ***October 2019 (minus 1 month)*** |  |  |
|  | *Update on Sponsorship and Trade*  | *PCO* |  |
|  | *Update on Registrations*  | *PCO* |  |
|  | *Session chairs to be sent briefing notes* | *PCO/OC* |  |
|  | *Determine any volunteer requirements*  | *PCO* |  |
|  | *Updated rooming list to hotels*  | *PCO* |  |
|  | *Teleconference* |  |  |
|  | *Selection and approval of all menus (social functions, lunches, tea breaks)*  | *PCO/OC* |  |
|  | *Prepare Presenters bios for Chairs*  | *PCO* |  |
|  | *Check numbers for social program and send detailed running orders to venue*  | *PCO* |  |
|  | *Prepare signage order*  | *PCO* |  |
|  | *Social program final details*  | *PCO* |  |
|  | ***November 2019 (Conference month)*** |  |  |
|  | *Organise all onsite equipment including IT/AV*  | *PCO* |  |
|  | *Final Running Sheet to venue*  | *PCO* |  |
|  | *Prepare session slides*  | *PCO* |  |
|  | *Prepare name badges*  | *PCO* |  |
|  | *Print tickets/menus*  | *PCO* |  |
|  | *Print delegate list*  | *PCO* |  |
|  | *Finalise catering numbers*  | *PCO* |  |
|  | *Pack satchels on site*  | *PCO* |  |
|  | *Set-up registration and storage areas*  | *PCO* |  |
|  | *Review all on-site set-ups*  | *PCO* |  |
|  | ***On-site*** |  |  |
|  | *Manage registration desk and all session rooms* | *PCO* |  |
|  | *Conduct delegate evaluation / questionnaire*  | *PCO* |  |
|  | ***3 weeks after*** |  |  |
|  | *Thank you letters to suppliers, sponsors, exhibitors, speakers etc*  | *PCO/OC* |  |
|  | *Ensure all outstanding payments have been received*  | *PCO* |  |
|  | ***6 weeks after*** |  |  |
|  | *Finalise budget*  | *PCO* |  |
|  | *Final payments made*  | *PCO* |  |
|  | *Finalise accounts and report to client*  | *OC* |  |
|  | *Organising Committee - wrap up meeting*  | *PCO/OC* |  |
|  |  |  |  |