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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* |  |
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