CRITICAL PATH PLAN

4th International Conference for Perianaesthesia Nurses

1-4 November, 2017

Luna Park, Sydney, NSW

© East Coast Conferences

✓	Completed		
IP	In Progress		
◆	To Do		
ECC	East Coast Conferences		
OC	Organising Committee		
	note *: completed tasks at end of report; key dates in green; urgent items for OC in red*		
	DESCRIPTION OF TASK	**TO ACTION**	**COMMENTS / NOTES**
	April 2017 (minus 7 months)		
✓	Update on Sponsorship and Trade	ECC	
✓	Update on Registrations	ECC	
IP	Confirmation letters and briefing notes to accepted speakers	ECC	
IP	Website update - program, keynote speakers	ECC	
◆	*Teleconference*	ECC/OC	*Monday 3rd April, 10am Sydney time; Monday 24th April, 4pm Sydney time*
	May 2017 (minus 6 months)		
◆	Update on Sponsorship and Trade	ECC	
◆	Update on Registrations	ECC	
◆	Confirm other keynote presenters (Opening speaker etc)	ECC/OC	
	June 2017 (minus 5 months)		
◆	Update on Sponsorship and Trade	ECC	
◆	Develop exhibition floorplan including poster boards	ECC	
◆	Update website with current program details	ECC/OC	
◆	*Teleconference*	ECC/OC	
	July 2017 (minus 4 months)		
◆	Update on Sponsorship and Trade	ECC	
◆	Update on Registrations	ECC	
◆	Circulate suggestions for delegate satchels	ECC	
◆	Update website	ECC	
◆	*Teleconference*	ECC/OC	

	August 2017 (minus 3 months)		
◆	Update on Sponsorship and Trade	ECC	
◆	Update on Registrations	ECC	
◆	Confirm 'official opening' presenter	ECC/OC	
◆	Order Conference satchels	ECC	
◆	Confirm 'Welcome to Country'	ECC	
◆	Ensure all sponsorship entitlements have been received	ECC	
◆	*Teleconference*	ECC/OC	
	September 2017 (minus 2 months)		
◆	Update on Sponsorship and Trade	ECC	
◆	Update on Registrations	ECC	
◆	Obtain quotes for insurance	ECC	
◆	Ensure all exhibitors have bump-in / bump-out details	ECC	
◆	Ensure all sponsors/exhibitor registrations have been received	ECC	
◆	Ensure all accommodation requirements have been received for VIP's/Speakers	ECC	
◆	Discuss and select speaker gifts	ECC/OC	
◆	***Closing date for 'Early' registration 1 September 2017***		
◆	***Speaker Registration Deadline 1 September 2017***		
◆	*Teleconference*	ECC/OC	
	October 2017 (minus 1 month)		
◆	Update on Sponsorship and Trade	ECC	
◆	Update on Registrations	ECC	
◆	Session chairs to be tentatively invited/confirmed (including briefing notes)	ECC / OC	
◆	Determine any volunteer requirements	ECC	
◆	Updated rooming list to hotels	ECC	
◆	On-site program booklet to be approved and sent to designer	ECC/OC	
◆	Email reminder to all unpaid (Early Regos) for payment	ECC	
◆	*Teleconference*		

	November 2016 (Conference month)		
◆	Update on Sponsorship and Trade	ECC	
◆	Update on Registrations	ECC	
◆	Selection and approval of all menus (social functions, lunches, tea breaks)	ECC/OC	
◆	Prepare Presenters bios for Chairs	ECC	
◆	Check numbers for social program and send detailed running orders to venue	ECC	
◆	Prepare signage order	ECC	
◆	Organise all onsite equipment including IT/AV	ECC	
◆	Social program final details	ECC	
◆	Final Running Sheet to venue	ECC	
◆	Prepare session slides	ECC	
◆	Prepare name badges	ECC	
◆	Print tickets/menus	ECC	
◆	Print delegate list	ECC	
◆	Finalise catering numbers	ECC	
◆	Email reminder to all unpaid registrations (reissue tax invoices)	ECC	
◆	Pack satchels on site	ECC	
◆	Set-up registration and storage areas	ECC	
◆	Review all on-site set-ups	ECC	
	On-site		
◆	Manage registration desk and all session rooms	ECC	
◆	Conduct delegate evaluation / questionnaire	ECC	
	3 weeks after		
◆	Thank you letters to suppliers, sponsors, exhibitors, speakers etc	ECC/OC	
◆	Ensure all outstanding payments have been received	ECC	
	6 weeks after		
◆	Finalise budget	ECC	
◆	Final payments made	ECC	
◆	Finalise accounts and report to client	ECC	
◆	*Organising Committee - wrap up meeting*	ECC/OC	

	COMPLETED Activities		
	February 2016 (minus 21 months)		
✓	Develop critical path plan (CPP)	ECC	
✓	Register website domain name	ECC	
✓	Source venue options	ECC	
	March 2016 (minus 20 months)		
✓	Review venue options, negotiate costs, confirm venue	ECC	
✓	Venue contract signed	ECC/OC	
✓	Prepare initial Conference budget once venue confirmed	ECC	
	July 2016 (minus 16 months)		
✓	Establish OC and subcommittees, appoint Chairperson	ECC/OC	
✓	Decide on theme and format of conference	ECC/OC	
✓	Design & finalise conference logo	ECC	
✓	Draft website design & copy	ECC	
✓	Draft and Finalise Call for Abstracts Flyer		
✓	Set up on-line abstract submission site		
✓	*Luna Park site inspection and meeting*	ECC/OC	
	August 2016 (minus 15 months)		
✓	Email blast abstract submission open	ECC/OC	
✓	Identify appropriate accommodation and make block bookings	ECC / OC	
✓	Develop registration form and open registration	ECC	
	September 2016 (minus 14 months)		
✓	Email blast abstract reminder and registration open	ECC/OC	
✓	Update on Abstract Submissions	ECC / OC	
✓	Update on Registrations	ECC	
	October 2016 (minus 13 months)		
✓	Update on Abstract Submissions	ECC / OC	
✓	Update on Registrations	ECC	
✓	Email blast abstract reminder and registration open	ECC/OC	
✓	Draft Sponsorship & Exhibition prospectus	ECC	
✓	Develop Sponsorship & Trade Exhibition target list	ECC/OC	
✓	***Closing date for submission of abstracts 31st October 2016***	ECC/OC	

	November 2016 (minus 12 months)		
✓	Update on Abstract Submissions	ECC / OC	
✓	Update on Registrations	ECC	
✓	Finalise & distribute sponsorship and exhibition prospectus	ECC	
✓	Update website with information to date	ECC	
	December 2016 (minus 11 months)		
✓	Update on Sponsorship and Trade	ECC	
✓	Update on Registrations	ECC	
✓	Update website	ECC	
✓	*Face to face meeting 19th December*	ECC/OC	
	January 2017 (minus 10 months)		
✓	Email reminder - abstract submission deadline	ECC	
✓	**Revised closing date for submission of abstracts 31st January 2017**	ECC	
	February 2017 (minus 9 months)		
✓	Update on Sponsorship and Trade		
✓	Update on Registrations	ECC	
✓	Abstracts available to reviewing committee with instructions on accessing online	ECC	
✓	Scientific committee to set aside time for review of abstracts	OC	
✓	Obtain audio visual quotes	ECC	
✓	Develop social program ideas	ECC/OC	
	March 2017 (minus 8 months)		
✓	Identify and invite keynote speakers	ECC/OC	
✓	Scientific committee to allocate accepted presentations to concurrent streams	OC	
✓	Draft initial program	ECC/OC	
✓	Update on Sponsorship and Trade	ECC	
✓	Update on Registrations	ECC	
✓	*Teleconference*	ECC/OC	*Tuesday 7th March, 10am Sydney time*
✓	**Notification to authors of accepted abstracts - 1 March 2017**	ECC	