

## Time table for organising a meeting:

<b>9-12 months prior to the meeting:</b>	Devise the title and topic
<b>6 months prior:</b>	Organise & book the venue Publish the title and topic on the website
<b>5 months prior:</b>	Finalise the programme and invite plenary speakers Invite sponsors
<b>4 months prior:</b>	Finalise plenary speaker titles Publish the programme & start advertising and sales Ask for abstracts for posters/short talks – with closing date
<b>3 months prior:</b>	Organise accommodation for plenary speakers (if needed) Liaise with speakers over their needs etc.
<b>2 months prior:</b>	Close abstracts for speakers and decide on short talks Re-publish programmes with short talks Flyer campaign for advertising - optional
<b>1 month prior:</b>	Close abstracts for posters Start to print of name badges for delegates Decide on chairs for sessions Decide on application of roles during the meeting e.g. welcome, registration, transportation, cloakroom etc. Publish any tweaks to the programme Print off any materials required – drinks/meal tokens etc Liaise with venue over any changes required / hire of poster boards, tables – Plan out the lobby, poster area with venue

**1 week prior:**

Print off remainder of name badges

Publish any changes to the meeting

Print off final programmes to hand out on the day

Write Introduction Presentation

Check in with speakers on attendance and needs