

APPENDIX B
Planning timetable

- A long period of preparation is necessary for a successful meeting. This is a rough guide for those wishing to submit a bid for an ESPCI meeting:

Time:	Activity
Year X minus 4.5 years	First contact with Board by LOC/LO Draft proposal
Minus 4 years	Full proposal submitted Discussed at Board meeting Venue/organiser appointed
Minus 3	LOC meeting with IAC Appointment of conference organisers (PCO) /venue etc Preparation of initial advertising
Minus 2	LOC meeting for programme Advertise at ESPCI and elsewhere Report to Board meeting Database devt/ mailing Creation of website Finalising arrangements re venue, IT, accommodation etc Discussion with industry – site visits
Minus 1	Report to Board via IAC Programme finalised: key speakers and items in place Mailing announcements Opening ceremony and events in place Deadlines for abstracts in place
Minus 6 months	Update figures to Board Abstracts reviewed by panel and decisions made: speakers informed

Minus 3 months	Update figures to Board
Minus 1 month	Update figures to Board
The event	Meeting with Board
Plus 3 months	report to Board on attendees, exhibitors, feedback, initial finance report
	Full report to Board, including finance outcome