

CONFERENCES WITH SYMPOSIA AND DELEGATE SPONSORSHIPS

(local approval required)



Paid sponsorship, accomodation, hospitality, contracts required

Topic:

Venue:

Date:

A: 5 MONTHS BEFORE THE EVENT

COMPLETION DATE ▼

Request congress sponsorship quote from conference events agency	
Choose sponsorship items for example ad in the conference magazine, booth, symposium etc.	
Choose most suitable booth space	
Submit quote to IQVIA purchasing for PO	
If standard Angels Backdrop Banners are not sufficient, brief booth building vendor	
Briefing call with logistics agency including Senior Coordinators	
Approval of agency budgets by Senior Coordinators	
Submission of Purchase Orders for agency	
Decision on meeting room / hotel → booked by agency (according to compliance limit)	
Invite list	
Save the date	
Contact local BI to get info about speaker tier/fees	
Develop draft agenda	
Provisionally book speaker	

B: 4 MONTHS BEFORE THE EVENT

COMPLETION DATE ▼

Submit meeting approval document with necessary attachments to local BI (slides / content) → details see cecklist	
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C: 2 MONTHS BEFORE THE EVENT

COMPLETION DATE ▼

Send speaker presentation to local BI for approval	
Fill in IQVIA Speaker Contract template, get Speaker to sign Speaker Contract and send to local IQVIA	
Send out invitation (meeting title, dates, location details, aim of meeting, agenda, accomodation, logistic details, contacts for information)	
Send attendees Transfer of Value agreement	
Send list of positive responders to logistic agency for travel arrangements	
Check if you have enough material (allow 6 weeks if new material has to be ordered)	
Angels Banner / Booth / Videos	
Angels Initiative Magazine	
ESJ Newsletter insert	
FeSS Brochure	
Simulation Brochure	
Awards Flyer	

D: 6 WEEKS BEFORE THE EVENT

COMPLETION DATE ▼

Check the invitation confirmed attendees and send reminder if necessary	
Send out first reminder	
Invite second batch of invitees to replace negative responders	

E: 4 WEEKS BEFORE THE EVENT

COMPLETION DATE ▼

Send out second reminder	
Check the availability of AV equipment	

F: 1 WEEK BEFORE THE EVENT

COMPLETION DATE ▼

Visit / prep your speakers	
Save signed Speaker Contract on Sharepoint under: "Events and Meetings" under an event specific folder on Sharepoint	
Send out final reminders ("before u leave" email)	
Prepare material	

G: DAY BEFORE THE EVENT

COMPLETION DATE ▼

Check slides	
Pointer + batteries	
Test software or other tools used during meeting	
Prepare material	
Send out final reminders	
Collect signed Transfer of Value agreement	
Booth set up	

H: EVENT DAY

COMPLETION DATE ▼

Meeting room set up	
Take picture for Community page	

I: EVENT FOLLOW UP

COMPLETION DATE ▼

Follow up within 1 week	
Feedback on Basecamp / Community page	
Save relevant documents in country specific folder on Sharepoint	
Store Transfer of Value spreadsheet under the meeting folder on Sharepoint (for any persons who received benefits/ payments: speakers)	