

CONFERENCES WITH SYMPOSIA WITHOUT DELEGATE SPONSORSHIPS

(local approval required)



Paid speakers, accomodation, hospitality, speaker contracts / 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

Contact local BI to get info about speaker tier/fees

Develop draft agenda

Provisionally book speaker

D: 4 WEEKS BEFORE THE EVENT

COMPLETION DATE ▼

Check the availability of AV equipment

E: 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

Prepare material

F: DAY BEFORE THE EVENT

COMPLETION DATE ▼

Check slides

Pointer + batteries

Test software or other tools used during meeting

Prepare material

B: 4 MONTHS BEFORE THE EVENT

COMPLETION DATE ▼

Submit meeting approval document with necessary attachments to local BI (slides/content) → details see cecklist

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

Check if you have enough material (allow 6 weeks if new material has to be ordered)

Angels Initiative Magazine

ESJ Newsletter insert

FeSS Brochure

Simulation Brochure

Awards Flyer

G: EVENT DAY

COMPLETION DATE ▼

Meeting room set up

Take picture for Community page

H: EVENT FOLLOW UP

COMPLETION DATE ▼

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)