

Paid speakers, including accommodation and hospitality. Contracts required.

Speaker presentations must be approved by local BI.

Topic:

Venue:

Date:

A: 5 MONTHS BEFORE THE EVENT	
COMPLETION DATE ▼	
Set up call with Senior Coordinators, define theme and subjects of event, agree and save dates, brainstorm agenda, budget & material	
Check for similar events/conferences on national level that may impact the availability of participants	
Briefing call with logistics agency including Senior Coordinators	
Briefing call with AV agency including Senior Coordinators	
Approval of agency budgets by Senior Coordinators	
Submission of Purchase Orders for agencies	
Create event on Angels Website	
Decision on meeting room / hotel → booked by agency (according to compliance limit)	
Contact local BI to get info about speaker tier/fees	
Invite list	
Save the date	
Develop draft agenda	
Provisionally book speaker	
Prepare draft slides/content	

B: 4 MONTHS BEFORE THE MEETING	
COMPLETION DATE ▼	
Submit approval documents with necessary attachments to local BI.	
Approval to be documented under: "Events and Meetings" under an event specific folder on Sharepoint	

C: 2 MONTHS BEFORE THE EVENT	
COMPLETION DATE ▼	
Send out invitation (meeting title, dates, location details, aim of meeting, agenda, accommodation, logistic details, contacts for information)	
Send list of positive responders to logistic agency for travel arrangements	
Save signed Speaker Contract on Sharepoint under: "Events and Meetings" under an event specific folder on Sharepoint	
Check if you have enough material (allow 6 weeks if new material has to be ordered)	
<i>Welcome Pack Folder</i>	
<i>Agenda (Printed locally from template)</i>	
<i>Welcome letter (Printed locally from template)</i>	
<i>Door Hangers</i>	
<i>Name Badge Insert</i>	
<i>Name Badge Wallet</i>	
<i>Checklists (Printed locally)</i>	
<i>Angels Initiative Magazine</i>	
<i>ESJ Newsletter insert</i>	
<i>FeSS Brochure</i>	
<i>Simulation Brochure</i>	
<i>Awards Flyer</i>	
<i>Carabiner Cards</i>	
<i>(NEW) 20 minutes 4 Steps Posters (Printed locally)</i>	
<i>Wing Pins</i>	
<i>Softback Notebook A5</i>	
<i>Pens (supplied by venue)</i>	
<i>Workshop Certificates (Printed locally from template)</i>	
Inform event agency about catering	
Apply for Endorsement by the ESO for this event (https://eso-stroke.org/eso-endorsement/)	



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	
Confirm required documents for App	
Check the availability of AV equipment	
Fill in IQVIA Speaker Contract template, get Speaker to sign Speaker Contract and send to local IQVIA	

F: 1 WEEK BEFORE THE EVENT	
COMPLETION DATE ▼	
Visit / prep your speakers	
Send out final reminders ("before u leave" email)	
Prepare material	

G: DAY BEFORE THE EVENT	
COMPLETION DATE ▼	
Send out final reminders	
Check slides and do on-site slide rehearsal	
Pointer + batteries	
Test software or other tools used during meeting	
Prepare material	
Meeting room set up	

H: EVENT DAY	
COMPLETION DATE ▼	
All attendees must sign attendance register	
Take picture for Community page	

I: EVENT FOLLOW UP	
COMPLETION DATE ▼	
Follow up within 1 week	
Feedback on Basecamp / Community page	
Signed attendance register has to be sent to HCP council within 30 days of event	
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)	