

REGIONAL MEETINGS – NON-PAID SPEAKERS ONLY



Non-paid speakers only. No accommodation or travel paid. No contracts required.

Speaker presentations must be approved by local BI.

Topic:

Venue:

Date:

A: PLANNING THE EVENT	
	COMPLETION DATE ▼
Set up call with Senior Coordinators, define theme and subjects of event, agree and save dates, brainstorm agenda, budget & material	
Save the date	
Book speaker (unpaid)	
Book meeting room (ensure compliance with local hospitality limits)	
Invite list	
Develop Agenda	
Prepare slides/content (allow 6 weeks if new material has to be approved)	
Create event on Angels Website	
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>Checklists (Printed locally)</i>	
<i>Carabiner Cards</i>	
<i>Wing Pins</i>	
<i>Softback Notebook A4</i>	
<i>Pens (supplied by venue)</i>	
<i>Workshop Certificates (Printed locally from template)</i>	

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: 4 WEEKS BEFORE THE MEETING	
	COMPLETION DATE ▼
Send out invitation (meeting title, dates, location details, aim of meeting, agenda, accommodation, logistic details, contacts for information)	
Apply for Endorsement by the ESO for this event (https://eso-stroke.org/eso-endorsement/)	

D: 2 WEEKS BEFORE THE EVENT	
	COMPLETION DATE ▼
Phone to check the meeting room	
Confirm number of participants and order catering	
Check the availability of AV equipment	
Visit / prep your speaker	
Check all printed material	
Check the invitation confirmed attendees and send reminder if necessary	
Preparation of attendee register	
Send speaker presentation to local BI for approval.	
Approval to be documented under: "Events and Meetings" under an event specific folder on Sharepoint	

E: DAY BEFORE THE EVENT	
	COMPLETION DATE ▼
Send out reminders	
Check slides	
Pointer + batteries	
Test software or other tools used during meeting	
Prepare materials	

F: EVENT DAY	
	COMPLETION DATE ▼
Meeting room set up - completed 1 hour before start	
Check the computer and speaker presentations	
Check the audio visual equipment	
Take picture for Community page	

G: EVENT FOLLOW UP	
	COMPLETION DATE ▼
Follow up within 1 week	
Feedback on Basecamp / Community page	
Send a Thank you email	
Store Transfer of Value spreadsheet under the meeting folder on Sharepoint (for any persons who received benefits/payments: speakers)	