



Conference Management Services Checklist

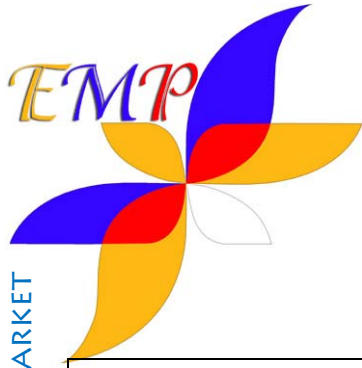
1. Conference Preparation	
Prepare conference action plan	
Attend conference committee meeting	
Provide general advice at meetings of conference committee	
Following up the timeline and make sure everything is going on time	
Prepare agenda and action lists for Committee meetings	
2. Registration	
Provide complete secretariat facilities	
Take care of communications, answering calls, faxes and emails	
Set up and process 'on line' registrations	
Confirm the reception of all the registrations	
Create name badges for attendants and facilitate their entrance to the conference area	
Provide on-site registration facilities for attendants without badges	
3. Check-in Facilities	
Provide staff to assist security personnel in the screening and check-in process (this is because in Iraq, in most of the events there are tight security measures in the conference halls.	
4. Conference Hall	
Find suitable and appropriate conference halls and negotiate rates and conditions	
Coordinate with the conference hall in the preparation process and foods and beverage requirements	
Provide staff member to monitor the meeting room setup and catering process	
5. Accommodation	

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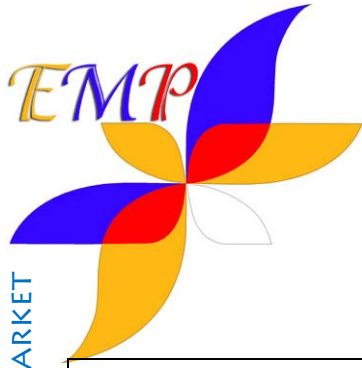
Provide hotel booking facilities for interstate and overseas attendants	
Arrange booking restaurants for interstate and overseas attendants	
Provide transportation of attendants between hotels, restaurants and conference hall	
Arrange in coordination with Interior Ministry and Security the permission of interstate attendants to Kurdistan Region and coordinate acquiring visas for them	
6. Protocol Staff	
Provide Protocol staff to receive Top VIP people in addition to other staff assisting in conference arrangement work	
7. Social Program	
Organizing social program for attendants such as welcome ceremonies and conference dinners	
Plan and manage pre- and post- tours	
8. Preparation of Conference Accessories	
Select, design, prepare and deliver conference accessories, including sachets and folders	
9. Abstracts and Papers	
Prepare and distribute 'Call for Papers' with the guidelines and submission procedures	
Provide online submission of abstracts and papers as well as receipt confirmation	
Organize received papers and report the abstracts to conference committee members	
Notify authors of acceptance	
Prepare a collection of accepted papers and publish it	
Follow-up the revision of papers, receive soft copies of the final versions, and process the printing	
10. Production	

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Select audio visual company to manage audio visual arrangements	
Co-ordinate audio visual requirements for each room and presenter	
Provide simultaneous translation between various languages	
11. Graphic Design and Printing	
Co-ordinate development of conference logo/ design image	
Draft all conference brochures	
Supervise the design and printing of all printed materials e.g. stationery, name badges, brochures, handbook etc.	
12. Marketing	
Consult with the client in setting marketing strategy of the conference	
Distribute conference brochures and arrange advertisements	
Establish and host conference website where registration forms, brochures and paper submission forms are available	
13. Travel & Tour	
Provide transportation facilities for attendants to and from conference hall, as well as in pre and post tours	
14. Exhibition	
Prepare exhibition proposal for potential exhibitors	
15. After the Conference	
Prepare final conference report	
Prepare conference evaluation form and distribute it over attendants	
Report information from evaluation forms	
Provide final conference report	

Note: Fees depend on the size of the conference (number of attendants) and the services selected from the above Services Checklist

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Information about Conferences

1. Working title for the conference:
2. Name of organization hosting conference:
3. Aims and objectives of the conference (e.g. educational, financial):
4. Proposed dates and duration:
5. Preferred conference hall:
6. Estimated number of attendants: Between _____ and _____
7. Composition of attendants: local _____ %, interstate _____ %, overseas _____ %
8. Speakers:
 - Estimated no. of speakers:
 - Call for Papers: Yes No
 - Estimated no. of abstracts:
 - Estimated no. of poster presenters:
9. Social program:
 - Welcome reception Yes No
 - Conference dinner Yes No
 - Social dinner Yes No
10. Accompanying persons program: Yes No
 - If yes, approx. number of participants
11. Formal Trade Exhibition (with booths) Yes No
 - If yes, approx. number of booths
 - Approx booth sale price
 - Trade Display (with tables and boards) Yes No
12. Frequency of committee meetings (monthly etc.)
 - Establish conference website Yes No
 - Types and frequency of publications sent to members (e.g. journal, newsletters etc.)