Checklist for Conference Organizers

Convention Bureau Brainport Eindhoven

Background

Very often the required work for the organization of an (academic) conference is underestimated.
This overview gives you an insight into what needs to be done. Obviously, it is also dependent on what is required by / what is the role of the association. This overview is, therefore, a tool to start the discussion at the moment you want to organize a conference.

Please be aware that in case you are not using a Professional Conference Organiser (PCO), the actions to be done by PCO have to be done by the local organiser.

In addition every association has a different approach in supporting the local organisers, handling financial issues.

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We wish you lots of success with your conference, and we will support you as much as possible.

Warm Regards,

Convention Bureau Brainport Eindhoven

Convention Bureau Brainport Eindhoven

Tasks before the conference

Phase	Association	Local Organization	Professional Conference Organizer (PCO)	Convention Bureau Brainport Eindhoven (giving advice + concept examples)
Planning				**downloadable example**
Set up of local committee		**x**		
Budget	**(x)**	**x**	**x**	**downloadable example**
Set up central scientific committee	**x**	**(x)**		
Definition conference content	**x**	**x**		
Selection conference location + catering		**(x)**	**x**	**advice**
Selection hotels		**(x)**	**x**	**advice**
Social program		**(x)**	**x**	**advice**
Sponsoring		**(x)**	**x**	
Registration system (incl payment + VAT issues)		**(x)**	**x**	
Paper submission tool		**(x)**	**x**	
Call for papers	**x**	**(x)**		**downloadable example**
Reviewing submitted papers	**x**	**(x)**		
Arranging travel for speakers	**x**	**(x)**	**x**	
Visa related for attendees	**(x)**	**(x)**	**x**	
Arrangements for 3rd world attendees	**x**	**(x)**		
Website	**(x)**	**(x)**	**x**	
Newsletter	**(x)**	**(x)**	**x**	
Social media	**(x)**	**(x)**	**x**	

Negotiating Conference proceedings with publishers / associations	**x**	**x**	**(x)**	

Tasks during the conference

Phase	Association	Local Organization	Professional Conference Organizer (PCO)	Convention Bureau Brainport Eindhoven
Staffing conference locations	**(x)**	**(x)**	**x**	
Supporting Hotel locations			**x**	
Supporting Social programme (locations)		**(x)**	**x**	
Supporting sponsors / exhibitors			**x**	
Solving registration issues			**x**	
Solving travel issues		**(x)**	**x**	
Website	**(x)**	**(x)**	**x**	
Newsletter	**(x)**	**(x)**	**x**	
Social media	**(x)**	**(x)**	**x**	
Distribution of the Conference proceedings		**(x)**	**x**	

Tasks after the conference

Phase	Association	Local Organization	Professional Conference Organizer (PCO)	Convention Bureau Brainport Eindhoven
Finalising payments and budget	**(x)**	**x**	**x**	
Market research amongst participants / sponsors / exhibitors		**(x)**	**x**	
Evaluation with all involved organisers	**(x)**	**x**	**x**	**informed by organiser**
Website	**(x)**	**(x)**	**x**	
Newsletter	**(x)**	**(x)**	**x**	
Social media	**(x)**	**(x)**	**x**	

Do you have any questions about the template?

Contact Ingeborg Bosch and we'll be happy to help!