

Event organising timeline

8 months before event
Basic event details listed on website and in calendar
Book venue
6 months before event
Programme received from organiser
Programme flyer compiled in Indesign
Full event information added on website
Predicted budget
4 months before event
Publicity
Approach potential exhibitors
3 months before event
iMacs/PCs ordered if necessary and delivery and collection dates of master unit arranged
Speaker letters
1 month before event
Write to exhibitors with logistical information
Chase speaker biographies and abstracts
Confirm speaker accommodation requirements
1 week before event
Register speakers and exhibitors into Salesforce
Inform venue of final numbers and requirements
On the day booklets sent to printers
Delegate reminder email (automated)
2 days before event
Delegate packs and badges
Organiser/chairperson contacted with relevant information for welcome introduction
1 day after event
On-the-day registrations processed, no shows updated, attendees ticked, speaker tickets allocated
Survey link added to salesforce
Survey link sent to delegates (automated)
1 week after event
Email to non- members with free journal article
2 weeks after event
Speaker presentations emailed to delegates
Thank you letters sent to speakers
4 weeks after event
Final budget
Post event report
Post event report and full feedback sent to programme organiser and relevant SIG members