



*SMW Consultants, Ltd.*  
*Writing & Consulting Medical Research*  
*Kylläisentie 9, FIN-21620 Kuusisto, FINLAND.*



**GUIDE FOR  
CONGRESS  
PLANNING**



## MEMO FOR CONGRESS ORGANIZERS

For every congress, it is extremely useful to compile a memo, where every possible/ imaginable items pertinent to the congress are listed.

To help those responsible for planning a congress, we have compiled this memo, which tends to be as complete as possible. Included is a listing of the tasks and items that should be considered while arranging a successful congress.

The use of this guide is easy. The box on the left should be tickmarked once the item has been activated, and the second box on the right should be marked only when the item has been completely taken care or the task otherwise agreed/fulfilled. If the item is not relevant to your Congress, leave both boxes empty.

When you have marks in all relevant boxes on the right, you can be pretty sure that you have done all the necessary actions to make your Congress a success. Good luck!

### I. GENERAL

<u>Activated:</u>	<u>Completed:</u>
I.1. <input type="checkbox"/> Name of the congress	<input type="checkbox"/>
I.2. <input type="checkbox"/> Date of the congress	<input type="checkbox"/>
I.3. <input type="checkbox"/> Place of the congress	<input type="checkbox"/>
I.4. <input type="checkbox"/> Meeting venue	<input type="checkbox"/>
I.5. <input type="checkbox"/> Topics of the congress	<input type="checkbox"/>
I.6. <input type="checkbox"/> Patron of the congress	<input type="checkbox"/>

### II. CONGRESS ORGANIZATION

II.1. <input type="checkbox"/> International organization	<input type="checkbox"/>
II.2. <input type="checkbox"/> Organizing committees	<input type="checkbox"/>
II.3. <input type="checkbox"/> Chairman/President	<input type="checkbox"/>
II.4. <input type="checkbox"/> Secretary General	<input type="checkbox"/>
II.5. <input type="checkbox"/> Congress secretary	<input type="checkbox"/>

- V.II.1.  Planning of the contents
- V.II.2.  Translations
- V.II.3.  Subcontracts and agreements
- V.II.4.  Advertising agencies
- V.II.5.  PR offices
- V.II.6.  Printing house
- V.II.7.  Printing process
- V.II.8.  Proof reading, revisions
- V.II.9.  Design, creation and maintenance of web site

## VI. MAILING

- VI.1.  Volume of the mailings
- VI.2.  Target group
- VI.3.  Acquiring the mailing lists
- VI.4.  Type of distribution 
  - VI.4.1.  To countries, e.g. through national Societies
  - VI.4.2.  Directly to individuals
- VI.5.  Time-table
- VI.6.  Mailing format 
  - VI.6.1.  Printed matter
  - VI.6.2.  Letter
  - VI.6.3.  Parcel
  - VI.6.4.  Air cargo

VI.7.  Mailing company services

VI.8.  Mailing expenses

**VII. BUDGET**

**VII.I. EXPENSES**

**VII.I.1. Fixed expenses**

VII.I.1.1. Meeting venue

VII.I.1.1.1.  Rent

VII.I.1.1.2.  Furnishing

VII.I.1.1.3.  Conference technique

VII.I.1.1.4.  Interpretation equipment

VII.I.1.1.5.  Staff

VII.I.1.1.6.  Signs

VII.I.1.1.7.  Decoration

VII.I.1.1.8.  Phones

VII.I.1.1.9.  Posters; rooms and furnishing  
(walls/frames)

VII.I.1.1.10.  Internet access

VII.I.1.2. Printing and related expenses

VII.I.1.2.1.  Planning

VII.I.1.2.2.  Translation services

VII.I.1.2.3.  First circular

VII.I.1.2.4.  Preliminary programme

VII.I.1.2.5.  Registration form

IX.III.6.16.  Poster stands

IX.III.6.16.1.  Materials for hanging posters

IX.III.6.17.  Computers with direct access to INTERNET

#### **IX.IV. Services**

IX.IV.1.  Technical personnel

IX.IV.2.  Attendants/doormen

IX.IV.3.  Telephone operators

IX.IV.4.  Cleaning

IX.IV.5.  Lighting

IX.IV.6.  Cloakroom

IX.IV.7.  Technical assistants

### **X. ACCOMMODATION**

#### **X.I. Reservations**

X.I.1.  Number of hotels

X.I.2.  Location of hotels

X.I.3.  Transport connections

X.I.4.  Total number of rooms

X.I.4.1.  Single rooms

X.I.4.2.  Double rooms

X.I.4.3.  Suites

X.I.4.4.  Rooms for allergic persons

X.I.4.5.  Rooms for handicapped

X.I.4.6.  Accommodation of invited speakers/guests

## **X.II. Practical arrangements**

- X.II.1.  Reservation of rooms
- X.II.2.  Contracts with hotels (prices, cancellation deadlines)
- X.II.3.  List of registrants, changes
- X.II.4.  Pre-payments
- X.II.5.  Extra reservations
- X.II.6.  Cancellations
- X.II.7.  Handling of reservations
- X.II.8.  Handling of prepayments
- X.II.9.  Allocating the participants to hotels
- X.II.10.  Confirmation of the bookings to the registrants
- X.II.11.  Billing and invoicing

## **XI. MEALS**

- XI.1.  Lunches
- XI.2.  Dinners
- XI.3.  Receptions
- XI.4.  Banquet
- XI.5.  Decision of menus
- XI.6.  Coordination of menus
- XI.7.  Drinks
- XI.8.  Special diets

- XVIII.8.  TV-monitors
- XVIII.9.  Phones, telefax, computers, internet connections
- XVIII.10.  Signs and guidance
- XVIII.11.  Bulletin boards
- XVIII.12.  Announcement system
- XVIII.13.  Photocopying
- XVIII.14.  Lights
- XVIII.15.  Office equipment
- XVIII.16.  Transmission of long distance calls
- XVIII.17.  Briefing of the personnel
- XVIII.18.  Decoration
- XVIII.19.  Flags
- XVIII.20.  Photographer
- XVIII.21.  Transportation
- XVIII.22.  Meeting at the airport (harbour), railway stations
- XVIII.23.  Meals
- XVIII.24.  Coffee breaks
- XVIII.25.  First aid
- XVIII.26.  Lost property
- XVIII.27.  Congress material
- XVIII.28.  Congress bags
- XVIII.29.  Packing and transport of all material
- XVIII.30.  Name tags