Appendix: List of Pre-conference and Onsite Management Tasks

For each task, please indicate whether you anticipate the task will be performed locally or by ISA staff. Please note that this is a preliminary indication only, and details will be discussed and negotiated for the top-ranked proposal(s).

Pre-Conference Tasks

|  |  |  |
| --- | --- | --- |
|  | **Locally** | **ISA Staff** |
| Make arrangements with hotels, such as block-booking rooms/discounts |  |  |
| Prepare a detailed conference budget 8 months before the meeting |  |  |
| Develop the Symposium Program | **X** |  |
| Develop the half-day Patient Program | **X** |  |
| Recruit sponsors and exhibitors |  |  |
| Plan and manage exhibit space |  |  |
| Apply for any available grants or credits |  |  |
| Manage abstract submissions and review |  |  |
| Build conference website to include: |  |  |
| Hotel information |  |  |
| Travel information |  |  |
| Local area information |  |  |
| Excursion information |  |  |
| Set registration fees, including member, student and lower-middle income country discounts, early registration discounts, etc. |  |  |
| As requested by ISA Board, provide streaming or hybrid capabilities for virtual attendance |  |  |
| Manage online registration process |  |  |
| Manage group reservations |  |  |
| Organize meals and breaks/hire appropriate catering services |  |  |
| Lunches |  |  |
| Break snacks and drinks |  |  |
| Banquet |  |  |
| Welcome reception |  |  |
| Board, Committee, Working Group meetings |  |  |
| Faculty dinner |  |  |
| Assign meeting rooms to program events |  |  |
| Specify the appropriate room setup for each program event |  |  |
| Arrange for audio-visual services |  |  |
| Plan signs for direction, etc. |  |  |
| Arrange Excursion, including investigating and contracting touring companies (as necessary) |  |  |
| Order conference amenities for attendees, such as bags, etc. |  |  |
| Prepare maps and lists of local restaurants, etc. |  |  |
| Prepare, design, and copy-edit the program and an abstract book |  |  |
| Arrange printing of the following |  |  |
| Name badges |  |  |
| Signage for conference |  |  |
| Provide point-person to handle and respond to registrant questions/issues in advance of conference, including requested letters of invitation/acceptance |  |  |
| Arrange for conference photographer |  |  |
| Arrange for continuing medical education credits |  |  |
| Arrange to receive sponsor/exhibitor promotional materials, stuff conference |  |  |
| Manage press relations and embargo policy, issue press invitations |  |  |
| Issue payments to vendors |  |  |
| Book-keeping: keep track of all income and expenses |  |  |

On-Site and Post-Conference Management Tasks

|  |  |  |
| --- | --- | --- |
|  | **Locally** | **ISA Staff** |
| Collate any packets for distribution at registration |  |  |
| Staff registration desk |  |  |
| Accept onsite credit card payments |  |  |
| Provide on-site contacts for speakers and delegates |  |  |
| Act as on-site contact for emergency and security needs |  |  |
| Provide technical assistance for audio-visual services |  |  |
| Manage room setup according to preapproved specifications and monitor each presentation room |  |  |
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| Organize poster board set-up, posting and tear down |  |  |
| Coordinate food and beverage functions |  |  |
| Coordinate with tour company for social excursion (as necessary) |  |  |
| Provide point-person to oversee conference operations and coordinate any volunteers |  |  |
| Complete paperwork for any tax credits |  |  |
| Pay outstanding invoices and provide a detailed income and expenses report |  |  |