Checklist for Organising CRF Conference

Important Notes:

1. The conference must be organised on a full cost-recovery basis. If there is a surplus, this surplus should be credited into the CRF account. If there is a shortfall, the ExCo has the discretion to help the host jurisdiction pay the full or partial costs to make up for the shortfall. However the ExCo will take into consideration certain factors like the number of social events before deciding whether to help the host jurisdiction.

2. The costs of organising the conference must be funded by the host jurisdiction.

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9 MONTHS BEFORE CONFERENCE

1. Planning the Conference

- ☐ Form Organising Committee
- ☐ Engage the services of an event management company (optional)
- ☐ Develop theme
- ☐ Decide on the dates and length of the event
- ☐ Decide on format of conference (breakout sessions, panel sessions, presentations, workshops?)
- ☐ Prepare draft program
- ☐ Plan budget – list all costs and identify sources of income or funding.
- ☐ Decide the conference registration fees for CRF member and non-member jurisdictions (in US$)
- ☐ Design a CRF Conference Logo
- ☐ Source for sponsors (optional)

2. Programme (Sample only)

- ☐ Minimum 4 days, Maximum 5 days
    - o Day 1   Lunch for CRF Executive Committee
      CRF Executive Committee Meeting
      Welcome Reception
    - o Day 2   Conference
      Site Visit
      Free Evening
    - o Day 3   Conference
      Group Photo Session
      Annual General Meeting
      Executive Committee Meeting

		Gala Dinner
o	Day 4	Conference
		Free Evening
o	Day 5	Social Outing/Excursion

3. Planning the Social Events
- ☐ Plan suitable programme of social activities for delegates and partners
- ☐ Include drinks receptions, dinner, excursions
- ☐ Book the appropriate venues
- ☐ Confirm all arrangements including menus, catering and entertainment
- ☐ Arrange for transport
- ☐ Arrange for tickets (if required)

4. Venue
- ☐ Book venue and liaise with venue to arrange for the following:
  - o Catering – lunches, tea and coffee breaks
  - o Accommodation (if at the same venue as conference)
  - o Audio Visual facilities
  - o Translation services and equipment (optional)
  - o Signage/Backdrop/Posters/Standees
  - o Stage Decoration
  - o Courtesy Transport to and from the conference venue/hotels
  - o Meeting Rooms for Executive Committee meetings
  - o Break out rooms (if required)
  - o Stationery, Water & Mints
  - o Business centre with access to photocopiers, email, fax

5. Sponsorship
- ☐ Refer to CRF sponsorship policy
- ☐ Consider the need for sponsorship
- ☐ Decide conditions of sponsorship
- ☐ Devise sponsorship package
- ☐ Contact potential sponsors
- ☐ Enter into sponsorship agreements

6. Accommodation
- ☐ Should be within venue or nearby
- ☐ Provide a list of convenient accommodation with a range of prices

- ☐ Secure appropriate accommodation for delegates
- ☐ Handle accommodation bookings
- ☐ Arrange for a point of contact for enquiries

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6 MONTHS BEFORE CONFERENCE

7. CRF Executive Committee Meeting
- ☐ Liaise with CRF Secretary to call for the ExCo Meeting
- ☐ Fix a date and time for the meeting
- ☐ Decide on the mode of the meeting (audio conference, video conference)
- ☐ Send all the conference details including draft program to Secretary
- ☐ Secretary to circulate papers to all ExCo members together with the minutes of the previous ExCo meetings and Notes of the AGM
- ☐ ExCo to hold meeting
- ☐ Secretary to record notes of the meeting
- ☐ Secretary to circulate notes of meeting

8. Publicity
- ☐ Prepare announcements for the CRF website
- ☐ Supply information for conference
- ☐ Liaise with CRF web site administrator
- ☐ Logo should appear on backdrop, posters, promotional flyers
- ☐ Create first announcement on CRF website

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3 MONTHS BEFORE CONFERENCE

9. Delegate Registration
- ☐ Set up system for online registration
- ☐ Create online registration form to capture delegate information e.g. personal particulars, dietary restrictions, contact information
- ☐ Specify preferred mode of payment – include bank account details and other required information for international money transfers
- ☐ State cancellation and refund conditions
- ☐ Send invitations to CRF and non-CRF members and provide conference information to the delegates
- ☐ Set up dedicated email address to handle delegate enquiries
- ☐ Set deadline for registration

- ☐ Collect fees
- ☐ Co-ordinate replies
- ☐ Assist delegates with accommodation bookings, travel bookings and hospitality
- ☐ Provide for onsite registration at the venue
- ☐ Compile final list of registered participants
- ☐ Maintain database of delegates
- ☐ Send final mail – conference details, postal address, telephone number, email address, hand phone number, opening hours of registration desk, map of venue, transport arrangements
- ☐ Set up registration desk at venue to register delegates and issue the conference bag

10. Liaison with VIPs, Speakers

- ☐ Invite speaker for opening address
- ☐ Invite keynote speakers
- ☐ Invite VIPs and other officials
- ☐ Invite panellists and moderators (if any)
- ☐ Co-ordinate invitations and replies
- ☐ Obtain speaker biography, summary of presentation and AV requirements
- ☐ Obtain presentation slides
- ☐ Prepare gifts for speakers

11. Design and Production of Conference Materials

- ☐ Programme booklet
- ☐ Useful tourist and travel information (weather, currency, visa requirements, public transport)
- ☐ Stationery (pen, notepad)
- ☐ Name Badge (Name, Organisation, Country)
- ☐ Lanyard
- ☐ Conference Bag
- ☐ Copies of presentation slides
- ☐ Logo should be included in all materials
- ☐ Print copy of group photo for all delegates
- ☐ Sponsors Gifts
- ☐ Any other reports, flyers

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ONE MONTH AFTER CONFERENCE

12. Post Conference Activities
- ☐ Prepare final set of accounts
- ☐ Send copy of final account to Treasurer
- ☐ Remit surplus (if any) to CRF Account
- ☐ Prepare write up and photos/video for CRF website
- ☐ Liaise with CRF web site administrator