



PLANNING TIMELINE 23 October 2023

11th IAP Asia and Pacific Regional Conference Hong Kong 27 – 29 November 2024



BIDDING FOR THE EVENT

TASK	PROJECT DESCRIPTION/REMARKS	RESPONSIBLE	STATUS
LOCATION AND VENUE	Decide on a location (city) that encourages maximum participation, is easily accessible internationally and has appealing local attractions.	LOC	✓

SUBMIT THE BID TO THE EX. COM (Preferably bids should be submitted to the Executive Committee for their consideration no later than 6 months before the proposed event date.	LOC	
EXECUTIVE COMMITTEE APROVAL	The Executive Director to submit the bid for consultation and approval.	IAP	
6 - 12 MONTHS BEFORE THE CONFERENCE			
TASK	PROJECT DESCRIPTION/REMARKS	RESPONSIBLE	STATUS
"SAVE THE DATE" CALL	Shall be published in IAP Newsletter and through direct e-messages to members. Include info about opening of online registration.	IAP (GC/ED)	
PRELIMINARY BUDGET	Submit a preliminary budget not later than 6 Months before the event to the IAP Executive Director. To include proposed Early Bird and Full Cost registration fee for approval.	LOC	
THEME AND SUB-THEMES	Discuss the proposed theme and sub-themes with the IAP General Counsel to reach consensus.	LOC/GC	
CONFERENCE VENUE	On approval by the IAP Executive Director, to sign contract with the Conference Centre (venue)	LOC/ED	
SOCIAL PROGRAMMES VENUES	On approval of the IAP Executive Director, to sign contracts with the venues agreed to form the settings for the social programme.	LOC	
CONFERENCE HOTELS	In agreement with the IAP Executive Director sign contract with a maximum of 3 hotels, providing day rates from 100 EUR and above. Agree on group cancellation terms and process related to participants room reservations.	LOC	
BUS TRANSPORT AND LIMOSINE SERVICES	Sign contract with bus transport provider for night events and book external or internal transportation for Airport Shuttle Services, should such service be provided. (TBD)	LOC	

TRANSLATION	Sign contract with translation service provider, should such service be provided (TBD)	LOC	
MEETING AV AND TECHNOLOGY	Sign contract with technical service providers (interpretation booths and equipment's and AV-Equipment).	LOC	
CONFERENCE PHOTOGRAPHERS	Book professional conference photographer. It is advised to search for a photographer with experience in navigation the crowd for the perfect shots.	LOC	
GRAPHICAL IMAGE	Contract designers for the design of conference logo and design line (graphical image of the conference). (TBD)	LOC	
CONFERENCE WEBSITE	Develop conference website for publication no later than approx. 4 months before the conference.	IAP/LOC	
CONFERENCE REGISTRATION SYSTEM	Development of the online registration system for publication no later than 40 months before the event.	IAP/LOC	
4 - 6 MONTHS BEFORE THE CONFERENCE			
TASK	PROJECT DESCRIPTION/REMARKS	RESPONSIBLE	STATUS
THEMATIC OUTLINE OF THE CONFERENCE	To discuss the approved thematic outline of the conference, determine steps forward and to create a list of desired contributors to the professional programme.	LOC/GC	
CALL FOR SPEAKERS (TBD)	<ul style="list-style-type: none"> . To draft the Call for Speakers. . To publish call for speakers (Deadline TBD) through direct e-messages to IAP members, IAP Newsletter and through the Conference and IAP websites. . Agree on deadline for submission of abstracts 	LOC/IAP	
PRELIMINARY REVIEW OF COLLECTED ABSTRACTS	Initial review of the collected abstracts and sorting out abstracts not meeting the criteria.	LOC	

NOTIFYING CANDIDATES OF THE SELECTION OUTCOMES	Notify successful and un-successful candidates of the outcomes of the review.	LOC	
4 – 2 MONTHS BEFORE THE CONFERENCE			
TASK	PROJECT DESCRIPTION/REMARKS	RESPONSIBLE	STATUS
INVITATION OF KEYNOTE SPEAKERS	High profile speakers have busy schedules, so invitations should be distributed as early as possible.	LOC	
CONFERENCE BAGS	Place order, should conference bags be	LOC	
LIST OF PARTICIPANTS	Start weekly distribution of list of participants: 1) Control and approve registrations. 2) Check if speakers' other contributors have registered. 3) Regularly start distributions of list to all involved.	IAP/LOC	
FINANCIAL REPORT – STATUS OF INCOME COLLECTION	Start regular distribution of excel sheet	IAP	
LETTERS AND INFORMATION PACKAGES TO CONFERENCE CONTRIBUTORS' TBD	<u>Start date for the ongoing distribution of invitation letters and information package for conference contributors. To include.</u> <ul style="list-style-type: none"> - Personal letter providing all practical details. - Updated Conference Programme. - Guidelines setting out responsibilities. - Contact details of other contributors to same session - Abstracts and bios of other speakers in same session. - The reach out to speakers shall include a call for biographies and synopses (to be returned ASAP).	LOC	
BILATERAL MEETING ROOM TBD			
CONFERENCE SPEAKERS	Reach out to those conference contributors who did not provide biography and synopses. To include a call for speaking	LOC	

	notes, PPTs and any video presentations (deadline 2 weeks before the event).		
CONFERENCE BOOKLET (TBD)		LOC	
2 WEEKS BEFORE OPENING DATE			
TASK	PROJECT DESCRIPTION/REMARKS	RESPONSIBLE	STATUS
DEADLINE COLLECTION OF PRESENTATIONS	Collect speeches/ppts or information about use of other AV-equipment for distribution to team of interpreters and technicians through LOC.	LOC	
1 WEEK BEFORE OPENING DATE			
TASK	PROJECT DESCRIPTION/REMARKS	RESPONSIBLE	STATUS
INTERPRETERS AND TECHNICAL TEAM	Distribute full collection of speeches/ppts to teams of interpreters and technicians.	LOC	
LAST INFO SHEET TO PARTICIPANTS (TBD)	Distribute the last practical information to participants to include an updated list of participants.	LOC	
NAME BADGES	To start the printing of name tags	LOC	
DURING THE CONFERENCE			
TASK	PROJECT DESCRIPTION/REMARKS	RESPONSIBLE	STATUS
PHOTOS	Make photos available at the end of each conference day for speakers and IAP social media announcements.	LOC	
SOCIAL MEDIA	Draft and compose social media announcements	LOC/IAP	
CONFERENCE DOCUMENTATION	Obtain approval of the speakers for upload of presentations and PPTs on IAP website (Password secured area)	LOC	
PICP AND IAP MEMBERSHIP LOUNGE	Introduction to the International Cooperation Platform (video/community outreach) + Membership recruitment and management	IAP	

POST CONFERENCE TAKSK			
CONFERENCE PHOTOS	Create Conference Photo Gallery and make available to those attended the conference.	LOC/IAP	
CONFERENCE DOCUMENTATION	Upload conference documentation, while ensuring approval of each individual speaker has been obtained.	IAP	
THANK YOU, LETTERS, TO CONFERENCE CONTRIBUTORS	Draft and distribute thank you letters to conference speakers, chairs and other contributors. (IAP can support with templates)	LOC	
THANK YOU MESSAGE TO CONFERENCE PARTICIPANTS	Draft and distribute a thank to participant including a link to final list of participants, link to conference documentation and photo gallery	LOC/IAP	
FINANCIAL REPORT	Finalize and share the final income collection		