Check-list for Organizing CHEMRAWN Conferences

Time ahead of the conference	Action	Actor	Tick when done
> 2 years	1. Establish a preliminary Organizing Committee	A group of persons willing to create the conference	
	2. Contact the CHEMRAWN Committee to submit a project proposal for the conference including the theme, goals, venue and possible dates	The preliminary Organizing Committee	
2 years	1. Appoint a General Chairman	Organizing committee	
	2. Appoint other committee Chairs and committee members (ROLES and RESPONSIBILITIES OF COMMITTEES.docx)	Organizing committee and General Chairman	
	3. Select symposia and general session organizers.	Program Chairman	
	4. Decide whether there is to be an exposition and appoint Exhibits Chairman in time to assist in site selection and discussion of exhibit location.	Organizing committee	
	5. Developing a preliminary program. Include the activity of the Future Action Committee (FAC) which has to be appointed.	Program Chairman/ Scientific Program Committee	
	6. Submit Project request and AIS Form to IUPAC. See the IUPAC Website for details http://www.iupac.org/symposia/application.html		
1.5 - 2 years	1. Select facilities and decide dates. Review reports of site inspections before signing a contract for facilities.	Arrangements Committee	
	2. Pick exposition area and confirm availability. Include specifics in the facilities agreement.	Exhibits Chairman	
	3. Begin fundraising activities. 4. Prepare tentative budget. It is especially important to be able to indicate travel support when inviting keynote speakers.	Finance Chairman interacting with each committee	
	5. Review agreement for meeting facilities and make necessary arrangements.	General Chairman	
	6. Obtain bids from local decorating companies. Sign whichever proposal appears to be best. 7. If conference's budget permits, invite CHEMRAWN Chair or full CHEMRAWN committee, if possible, to visit site, meet the organizing committee and make recommendations.	Exhibits Chairman	
	8. Prepare preliminary call for papers.	Scientific Program Committee	
	9. Begin publicity planning. 10. Begin Website design.	Printing and Publicity Chair	
1 year	1. Refine budget estimates and determine registration fees.	Finance Chairman Revised by Organizing Committee	
	2. Hold organizing committee meeting to review progress. Keep the CHEMRAWN Committee well informed	General Chairman	

	3. Contact company research directors and university department chairpersons to ask them to encourage paper submission and attendance.	Scientific Program Committee	
	4. Begin exposition promotion.	Exhibits Chairman/ Printing and Publicity Chair	
	5. Determine deadlines for registration and housing. Deadline for abstracts ranges from three to six months prior to the meeting, depending on work schedules of committee members.	Program Chairman/ Scientific Program Committee	
	6. Request publicity from IUPAC.	Printing and Publicity Chair	
	7. Invite keynote speakers.	Scientific Program Committee	
	8. Mail "Call for Papers".	Scientific Program Committee	
9 months	1. Bring the Website online. Announce a structured, fairly detailed conference program	Printing and Publicity Chair	
6 months	1. Hold Committee meeting to check progress/program development. Finalize the program and post it on the homepage	General Chairman/Program Chairman	
	2. Meet with facilities personnel to verify all arrangements and prices.	Arrangements Committee	
	3. Contact potential exhibitors. 4. Arrange for projection equipment. 5. Obtain bids for printing abstract book. 6. Order badges, forms, signs, etc.	Exhibits Chairman	
4 to 6 months	1. Review symposia organization and begin actively recruiting in any areas where papers are needed to fill out general sessions.	Program Committee	
	2. Determine half-day arrangements for technical sessions and	Program Committee / Scientific Program Committee	
	3. Confirm that desired meeting rooms are available.	Arrangements Committee	
	4. Continue telephoning potential exhibitors and assign sold booths	Exhibits Chairman	
	5. Prepare "Final Announcement" for mailing.	Program Committee	
	1. Mail a "Final Announcement" of "Call for Papers".	Printing and Publicity Chair	
12 weeks	2. Complete program, registration forms and other information for participants.	Registration Committee	
	3. Finalize advance registration procedures and be ready to receive applications.	Registration Committee	
	4. Mail exhibitors receipt letters with booth assignments. Request exhibitor names for badges.	Exhibits Chairman	
	5. Collect abstracts and send a copy to the appropriate session organizer	Program Chairman	
	6. Determine acceptance or rejection of contributed papers	Program Chair/Review Committee	
8 weeks	1. Make sure everyone has his/her assignment underway.	Program Chairman	
	2. Prepare book abstract	Scientific Program Committee/ Printing and Publicity Chair	
	3. Give abstracts to printer with complete instructions for printing of entire abstract book.	Printing and Publicity Chair	

	4. Finalize arrangements with facility for food, beverages, room set-ups, with facilities set-up sheets	Arrangements Committee	
4 weeks	1. Deadline for advance registration. Prepare materials for distribution on-site.	Registration Committee Printing and Publicity Chair	
	2. Release unused sleeping rooms to hotels, if required.	Scientific Program Committee	
	3. Hold Organizing Committee meeting to resolve any last-minute problems.	Program Chairman	
	4. Finalize student and/or convention bureau personnel schedules.	Scientific Program Committee	
2 weeks	1. Confirm all arrangements with facilities personnel and other contractors.	Arrangements Committee	
1 week	1. Hold Organizing Committee meeting to assure that committee members are aware of all arrangements, contacts in case of on-site problems, and review budget to-date.	Arrangements Committee	
Execution of the conference according to the program, but of course modified if circumstances so require. All committees will be involved throughout the meeting.			
1 month after the meeting	1. Hold final Organizing Committee meeting and review all committee reports.	Program Committee and General Chairman	
	2. Working on the Perspectives and Recommendations volume.	Publications/Future Actions Committee	
	3. Final project reports to funding agencies should be written at this time.		