

CHEMRAWN Conference Pathway

The mapping of the main stages

Stage I	The Idea for a Conference
Stage II	Submit the Idea for Preliminary Assessment by the Committee
Stage III	Prepare and Submit Full Proposal to the Committee Following the Guidelines
Stage IV	Start Preparations for the Conference Inform Periodically to the Committee the Progress Being Attained
Stage V	Hold the Conference
Stage VI	Reporting on the Conference Outcomes Status of the Future Actions Committee Work Plan

Matrix for Envisioning the Development of a CHEMRAWN Conference

MAIN STAGES	EXPECTANCIES /DELIVERABLES/ACTIONS	DOCUMENTS THAT THE COMMITTEE MUST PREPARE	REMARKS
Stage I “The Idea”	Develop the theme and objective; establish alignment with CHEMRAWN Vision/Mission/Strategies	Need to delineate the steps on how to submit the preliminary idea to the committee. A document or template must be generated to facilitate the process	Provide the guidelines on how to submit the idea.
Stage II Submit idea for preliminary evaluation	Preliminary Assessment by the Committee: emit a Go or No Go for exploring the idea and provide the timing to submit a full proposal	Design a general form (template) for submitting the full proposal	The concept when submitting the idea to CHEMRAWN should follow the model of a value proposition
Stage III Full proposal and evaluation	Should include: theme, goals, outcomes, Organizing and Future Actions Committees; where/when to be held (potential dates and places); duration, propose venue, preliminary program; prepare a preliminary budget, set registration fees, define potential sources for funding and partners; preliminary timeline of major milestones	Provide the specifics to report progress or status of the preparations	Must have a CHEMRAWN member in the FAC
Stage IV Inform Periodically	Periodic status of the program and the budget aspects (financials); provide revised or actual timelines; promotional strategies (website and social media); FAC Plans	Must develop a check list template	It is important to inform / anticipate potential roadblocks or issues that would necessitate support from CHEMRAWN
Stage V Hold Conference	Hold the conference according to the master plan/check list develop for it; make sure the FAC meets throughout the conference;		
Stage VI Reporting	One month after the conference issue a two page report (preliminary report) with summary, accomplishments/outcomes and the work plan for the FAC; a formal or final report must be submitted later on for the CHEMRAWN annual committee meeting	Need to design a template for this report	Two page report with attachments with the required details