

Name	Conferences
Methodology	<p>Before the Event:</p> <ul style="list-style-type: none"> • Set a specific theme • Set up an organising committee and draft detailed work plan • Identify and invite speakers and presenter • Define the programme • Choose a suitable venue and consecutive logistics (e.g. catering) • Set up a system to manage attendees and send invitations out • Disseminate the event • Provide timely and concise logistical information to participants, speakers and staff <p>During the Event:</p> <ul style="list-style-type: none"> • Oversee sessions adjust to the time received • Provide logistical support to speakers and to the presenter • Be prepared in case of technical problems