	Ye	2021								2022																			
	Months Week numbers		November				December					January				February					March				April			l Ma	
	Week r	numbers	44	45	46	47	48	49	50	51	52	01	02	03	04	05	06	07	80	09	10	11	12	13	14	15	16	17 1	8
	start date	end date																											
Planning	5-Nov-21	2-Dec-21																									\Box		_ 1
Topic of the conference	5-Nov-21	26-Nov-21																			con	npo	nen	ts o	f cor	fere	ence	plan	Ī
Estimate the budget	13-Nov-21	26-Nov-21																			sub	cor	npo	nen	ts				Γ
Estimate the number of attendees	13-Nov-21	26-Nov-21																			crit	ica	pat	h					
Decide the place	13-Nov-21	26-Nov-21																			dei	nen	dend	ies					
Decide the speakers	13-Nov-21	26-Nov-21				1	7																e de						
Proposal	20-Nov-21	2-Dec-21				1																							
Proposal deadline	2-Dec-21	2-Dec-21															<u> </u>		•		Sut)11113	SIOI	i de	adlir	ie]
Finding Sponsors	6-Dec-21	31-Dec-21																											
Email the sponsors	6-Dec-21	18-Dec-21																											
Presentation and discussion with sponsors	21-Dec-21	31-Dec-21							4																				
Invite the speakers	6-Dec-21	31-Dec-21			Ţ]	[Ţ					
Email the speakers	6-Dec-21	18-Dec-21																											
Discuss the time and arrangement needed	21-Dec-21	31-Dec-21							7																				
Creating event schedule	4-Jan-22	15-Apr-22																									[[
Booking venue	6-Dec-21	18-Dec-21					1				7																		
Booking presentation tools	6-Dec-21	18-Dec-21					1				7																		
Booking for Catering	6-Dec-21	18-Dec-21					•																						
First version of the event schedule	4-Jan-22	8-Jan-22									□ }	*																	
Reporting the event schedule	8-Jan-22	8-Jan-22																											
Review the event schedule	11-Apr-22	15-Apr-22										1													\rightarrow		4		
Distribute the finalised schedule	15-Apr-22	15-Apr-22								Sla	ck																		
Develop strategy	11-Jan-22	28-Jan-22										Ţ]								
Design registration webpage	11-Jan-22	28-Jan-22										`																	
Prepare ad	11-Jan-22	28-Jan-22										'																	
Ad	28-Jan-22	28-Jan-22																									$H \coprod$		
Webpage launched	28-Jan-22	28-Jan-22																											
Search attendees	29-Jan-22	30-Apr-22			Ţ							Ţ																	
Post ad	29-Jan-22	27-Feb-22																											
Reply to enquiries	29-Jan-22	30-Apr-22													\												1		
Registration deadline	30-Apr-22	30-Apr-22																											
Reminder email	28-Apr-22	30-Apr-22											L.														•		_
Conference day	1-May-22	2-May-22			Ţ -]	T		Ţ 					-
Rehearsal	1-May-22	1-May-22																											
Reception setup	1-May-22	1-May-22																									•		_
Conference day	1-May-22	1-May-22																										•	
Thank you email	1-May-22	2-May-22																										*	
Survey about the conference	1-May-22	1-May-22																										4	