

I. ICBB2019 CONFERENCE PLANNING - TASK LIST

#	Tasks	Staff responsible	Deadline	State of play
Short Term Tasks (MAY-JUNE 2019)				
1	Venue selection – procurement process	██████████	3 June 2019	Concluded
2	Invitations/registrations:			
3	➤ Draft Invitations	████	17 June 2019	Concluded
4	➤ Prepare invitation packages, depending on the category of participants:			
5	○ registration form	████	17 June 2019	Concluded
6	○ practical note	████	17 June 2019	Concluded
7	○ hotel registration form	Hotel	17 June 2019	Concluded
8	○ privacy statement	████	17 June 2019	Concluded
9	○ reimbursement rules	████	17 June 2019	Concluded
10	○ reimbursement claim	████	17 June 2019	Concluded
11	○ financial identification form	████	17 June 2019	Concluded
13	○ invitation to the official dinner	████	TBD	TBD
14	➤ Send letters of invitations:		a.s.a.p. (action depends on finalization of agenda)	Concluded
15	○ Speakers/Moderators	Depends on session	23 July 2019	
16	○ Industry	██████████)	28 June 2019	Concluded
17	○ Academia	██████████)	28 June 2019	Concluded
18	○ Member States	██████████)	28 June 2019	Concluded
19	○ Third Countries	██████████)	28 June 2019	Concluded
20	○ International Organizations	██████████)	28 June 2019	Concluded
21	○ European Commission/EU Agencies	██████████)	19 July 2019	Concluded
22	○ Presidency Finland	██████████)	19 July 2019	Concluded
23	Programme Development:			
24	○ Content development + organization for particular sessions	all sectors	a.s.a.p.	
25	○ Contacting potential speakers	all sectors	23 July 2019	Concluded
26	Call for Extended Abstracts:			
27	○ Selection	██████████)	9 August 2019	Concluded
28	Call for Industry:			
29	○ Selection	██████████)	9 September 2019	Concluded

Medium/ Long Term Tasks (JUNE-OCTOBER 2019)				
1	Continuous updates to draft programme	██████████)		Concluded
2	Content development for particular sessions (continued)	Depends on session		Concluded
3	Coordination with speakers	Depends on session		Concluded
4	Coordination with industry	██████████)		Concluded
5	Coordination with academia	██████████)		Concluded
6	Coordination with Member States	██████████)		Concluded
7	Coordination with third countries	██████████)		Concluded
8	Coordination with International Organizations	██████████)		Concluded
9	Coordination with European Commission/EU Agencies	██████████)		Concluded
10	Coordination with Presidency (Finland)	██████████)		Concluded
11	Coordination with the venue and hotel	██████████)		Concluded
12	Coordination with PR	██████████)		Concluded
13	Coordination with internal services for security and safety related issues	██████████)		Concluded
14	Management of conference inbox, including filing	all sectors		Concluded
15	Programme graphic design and printing	██████████)		Concluded
16	Conference report (external commission)	To be contracted		
17				
18	Content/Documents:			
19	➤ Finalize content and name of speakers: each team regarding their session (+feedback from other teams)			Concluded
20	➤ Biography of speakers + photo of speakers: each team liaising with their speakers, but centralized by X.			Concluded
21	➤ Agenda/Programme			Concluded
22	➤ Roll-ups, leaflets, other promotional materials (special conference lanyards?)			Concluded
23	➤ Speeches (ED, DCBD. HoU.RIU, etc.)			Concluded
24	➤ Report writer			
25	Logistics:			
26	➤ Take care of registrations: list of participants	Contractor		Concluded
27	➤ Prepare badges	Contractor		Concluded
28	➤ Prepare country/organization plates (if needed)			
29	➤ Notepads/pens			
30	➤ Print copies of the Conference Documentation (x 200 minimum)	Contractor		Concluded
31	➤ Roll-ups, leaflets, other promotional materials (special conference lanyards?)	Contractor		Concluded
32	➤ Prepare participant consent form (filming/photography)			
33	➤ Dinner:			

34	○ Invitation to the dinner			
35	○ Practical note regarding the dinner			
36	○ Transportation between meeting venue / dinner venue / hotel			
37	➤ Frontex Agency Services			
38	➤ Frontex Security & Safety			
39	➤ Frontex PR			
	➤ Gifts for Speakers/Moderators			

II. ICBB2019 CONFERENCE- RESPONSIBILITY FOR STAKEHOLDER MANAGEMENT

#	Stakeholder	Leading Staff	Supporting Staff	Comments
1	Speakers	Depends on session		
2	Delegates - Member States	████████		
3	Delegates – Third Countries	████████		
4	Delegates – International Organizations	████████		
5	Delegates – European Commission	████████		
6	Delegates – EU Agencies	████████		
7	Delegates – Industry	██████████		
8	Delegates – Academia	██████████)		
9	Finnish Presidency	████████		
10	Industry (industry exhibition)	all sectors		
11	Academia (academic session)	all sectors		
12	DeFacto (venue, dinner, programme)	████████ ██████████)		
13	Frontex ED/Cabinet			
14	Frontex DCDB			
15	Frontex Agency Services			
16	Other Frontex Units			
17	Frontex Security & Safety			
18	Frontex PR			
19	Media outlets (marketing)			
20	Report writer			

III. RULES OF ENGAGEMENT MORPHING CONFERENCE INBOX

1. Install the biometrics@frontex.europa.eu inbox in your outlook and check that you can send emails from that address:
 - On the **File** menu, and open **Account Settings**.
 - Select and double-click in your Frontex email account.
 - Click **More Settings**.
 - Select the **Advanced** tab.
 - Click **Add** to open another mailbox.
 - In the **Add Mailbox** box, type the name of the mailbox.
 - Click **OK** twice.
2. Create specific subfolders for filing (member states, third countries, academia, industry, speakers, etc.);
3. Copy the @frontex.europa.eu email address in your messages and file both the original email and the response;
4. If you cannot reply to an email on the day, flag it;
5. If someone else is responsible for replying to an email, flag it and if possible forward it to the person concerned.