# Report

1. predictive model (one time no iteration, low risk and less incremental)

2. some hybrid

3. preparation for the student conference including application, booking, decoration

4. from the prospect of the participants, thinking about them and take them as the stakeholder. Though it is kind of waterfall, I give a lot of time for participants to prepare or consider if they like to come.

5. The quality of the conference may be reflected on the forms or service we offer (decorated application form or nice place to select speakers? Or more volunteers? Better meal? Hotel? They are all, of course, depended on the cost.

6. About the scope of the conference, it may depend on the number of participants or the theme of the meeting (popular or not).

7. start with planning the conference (we may have a team to handle it), then we send out our form, different kinds, actually we need three types of participants: speakers, guests, volunteers.

(i). Speakers need application or interview, then we invite the selected speakers (some forms for choosing hotels, meals and drinks).

(ii). Guests need to fill a form to help us to manage how many people will come, they can choose to have meals too if the cost allowed.

(iii). Volunteer need to be selected and training, they will help to set up the decoration of the conference and some reception work, help to prepare the meal I guess if the cost allowed.

## Process

### PREPARATION

First, we need to discuss what kind of conference should we hold. I named it PREPARATION in the beginning of everything as it is the basic and most important thing to start and the theme of the conference somehow determines to a certain extent the scale and audiences or the stakeholders of the event. From this prospect, we should carefully choose the theme and the time and place of the event. Because this is a student conference, I think we can consider the students as the stakeholders and collect their opinions, if possible, discuss with them. Another possible stakeholder can be the school or university. we need to spread our posts and do some advertisement job in the school where a large number of students gathered. Thus, it is also valuable and necessary to negotiate with the school

### EVALULATE APPLICATION

We divided students into three groups: Speakers, who will give the presentation or speech, Guests, who are interested in the conference and confirm to attend, the volunteers, who will help us to handle some issues about the preparation of the conference.

After the discussion completed (it is a milestone that means we have already decided the theme, time and the place and also finished the first version of the timetable of the conference), we can make the application for the speakers and open the registration for our core participants. It starts at a very early time for the speakers to prepare their presentation and we can adapt to their timetable, which means we can go back and change our plan as we have enough time to do that.

After our online registration, we can start to select our speakers. The way to select can be depended on the number of the persons who signed up. For instance, if we need three speakers and there are only about four or five persons who want to give a speech, then we may just need to compare their CV and select three of them by ourselves. However, if the conference is really popular and there are many people who want to express their opinions, then we may have to hold an interview to choose the suitable people for this conference. In conclusion, it has many ways to select idea speakers depended on the situation we face with and the cost or resource we have.

When we finish selecting, we can send our invitation to the speakers.

### LOOKING FOR VOLUNTEERS

If we have volunteers to help us, it will be easier for us to hold a large event. In this way, we can minimize our expenses and could hold a better conference.

The volunteers are recruited very early, in fact, it starts at the same time when we begin to search our speakers. This two tasks can be performed in parallel