CAASTRO WORKSHOP, CONFERENCE AND EVENT CHECKLIST

Congratulations on successfully applying for CAASTRO sponsorship for your workshop or conference. The checklist below will assist you with the planning of your event. If you have any questions please contact Kylie Williams or Kate Gunn

Four months prior to your event (12 months if Annual Scientific Conference):
- ☐ Establish SOC and LOC and appoint chairs (be sure to include Kylie Williams in both the SOC and the LOC to assist with logistics and timings)
- ☐ Hold planning meeting with Kylie Williams to set out goals and venue details
- ☐ Hold SOC meeting to discuss scientific program and draft an invited speaker list
- ☐ Invite Invited Speakers and send contact details to Kylie
- ☐ Hold LOC meeting to begin planning logistics
- ☐ Ensure key speakers/participants receive save the date
- ☐ Book venue and pay deposits
- ☐ Develop Website and registration pages
- ☐ Send out first announcement

Three months out
- ☐ Finalise invited speakers and include in second announcement
- ☐ Review contributed abstracts and circulate to SOC for consideration
- ☐ Draft Program agenda and confirm all invited speakers
- ☐ Book any social activities and advertise
- ☐ Monitor registration numbers
- ☐ Contact vendors – AV, poster boards, buses etc – and outline requirements, book and pay deposits where necessary
- ☐ Ensure invited speakers have booked flights, accommodation and started Australia Visa process

Two months out
- ☐ Finalise program and notify contributed speakers and posters presenters
- ☐ Email Invited and Contributed Speakers Instructions
- ☐ Email Session Chair instructions
- ☐ Email poster instructions
- ☐ Finalise menus, AV requirements, childcare, and any other venue outstanding items
- ☐ Send out final announcement if necessary

Four Weeks Out:

- Send out participants instructions to all participants with copy of the following:
    - Venue and parking details
    - Arrival and airport transfer details if necessary
    - Registration details
    - Welcome drinks
    - Conference Program and abstract booklet (or link to softcopy), etc
    - Speaker and chair instructions
    - Internet and WiFi
    - Childcare
    - Weather and location
    - Any other details as necessary
- Finalise any social activities and email participants any information required
- Ensure all speakers have booked accommodation and have necessary paperwork for entry to Australia
- Finalise any additional staffing – student assistance with Q&A etc
- Finalise run order
- Any final briefing detail send now

Two weeks out

- Meet with venue to finalise run order, meals, site logistics
- Make any final program changes and briefings as needed
- Send numbers to venue and dietary requirements

One week out

- Send final numbers and dietary requirements
- Print name tags, signage, place cards, programs etc and send to venue, earlier if necessary due to remote location
- Final AV check

Day prior/Day of event

- Venue check and set up registration table
- Check sound, lighting and AV set up
- Poster board set up, ensure stationery available for hanging, have poster numbers and student stickers ready