

## Bidding for ESPCI 2027



### APPENDIX B

#### Planning timetable

A long period of preparation is necessary for a successful meeting. This is a rough guide for those wishing to submit a bid for an ESPCI meeting:

<b>Time:</b>	<b>Activity</b>
<b>Year X minus 4.5 years</b>	First contact with Board by LOC/LO Draft proposal
<b>Minus 4 years</b>	Full proposal submitted Discussed at Board meeting Venue/organiser appointed
<b>Minus 3</b>	LOC meeting with IAC Appointment of conference organisers (PCO) /venue etc Preparation of initial advertising
<b>Minus 2</b>	LOC meeting for programme Advertise at ESPCI and elsewhere Report to Board meeting Database devt/ mailing Creation of website Finalising arrangements re venue, IT, accommodation etc Discussion with industry – site visits
<b>Minus 1</b>	Report to Board via IAC Programme finalised: key speakers and items in place Mailing announcements Opening ceremony and events in place Deadlines for abstracts in place
<b>Minus 6 months</b>	Update figures to Board Abstracts reviewed by panel and decisions made: speakers informed
<b>Minus 3 months</b>	Update figures to Board
<b>Minus 1 month</b>	Update figures to Board
<b>The event</b>	Meeting with Board
<b>Plus 3 months</b>	report to Board on attendees, exhibitors, feedback, initial finance report
	<b>Full report to Board, including finance outcome</b>