

LIANZA Conference Project Plan

Key Dates

Ref	Task	Deadline	Who is responsible?	Who makes the decision?
1.	Recruit conference committee	Feb year prior to conference eg. 2020	LIANZA ED	LIANZA ED
2.	Appoint conference committee	By April year prior to conference	LIANZA ED	LIANZA Council and Te Rōpū Whakahau
3.	Appoint Programmes Committee	June year prior to conference	LIANZA Office and Conference Convenor, Programmes Chair	LIANZA Council
4.	Sponsorship Prospectus	July year prior	LIANZA Office	LIANZA ED
5.	Project plan signed off	August year prior	Conference convenor, LIANZA ED and PCO	LIANZA ED
6.	Conference Theme	August year prior to conference	Conference Committee	LIANZA Council
7.	Conference logo	August year prior	LIANZA Office with instruction from the Conference Committee	LIANZA Council
8.	Recruit Social Committee	September year prior	Social Co-ordinator with support LIANZA Office	LIANZA ED
9.	Keynotes	September year prior	Conference and Programme Committee with support from PCO and LIANZA ED	Conference Convenor
10.	Bi-cultural considerations	September year prior	Bi-cultural Convenor	Conference convenor
11.	Begin approach to sponsors and exhibitors	Once sponsorship prospectus available	LIANZA ED and PCO	LIANZA ED
12.	Conference webpages	In time for conference launch	LIANZA Communications Advisor and LIANZA ED with content from the Conference Committee	Conference Committee
13.	Conference Launch Announcement	October year prior	LIANZA Communications Advisor and LIANZA ED	LIANZA ED
14.	Abstract Submissions open	No later than mid-February of year of conference eg. 2021	Programmes Chair, PCO, LIANZA Office	Conference Convenor
15.	Confirm keynotes	February of year of conference	Conference Committee	Conference Convenor
16.	MC selection	February of year of conference	Conference Committee, PCO, LIANZA ED	Conference Convenor

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17.	Conference social events	Booked by March of conference year	Social Co-ordinator with support from the PCO	Conference Convenor
18.	Abstract Submissions close	Six weeks after opening eg. end of March	Programmes Chair	Conference Convenor
19.	Abstract selection	Within four weeks of submissions closing eg. end of April	Programmes Committee	Programmes Chair and Conference Convenor
20.	Accept / decline letters abstracts	Within one week of selection	Programmes Chair, PCO, LIANZA Office	Conference Convenor
21.	MC finalised	By mid-May	Conference Convenor and PCO	Conference Convenor
22.	Programme finalised	By mid May	Programmes Committee	Programmes Chair and Conference Convenor
23.	Early bird registration opens	Early-June	LIANZA Office / PCO	LIANZA ED
24.	Plan social event details incl format, theming and decor	By July conference year	Social Committee	Social Co-ordinator and Conference Convenor
25.	Opening ceremony finalised	By August conference year	Bi-cultural Convenor	Conference Convenor
26.	Closing ceremony finalised	Booked by July conference year	Bi-cultural Convenor	Conference Convenor
27.	Keynote speakers and VIP guests hosting	Three months out from conference	Conference committee, PCO, LIANZA ED	Conference Convenor
28.	Call for conference volunteers	Two months out from conference	LIANZA Office and PCO	Conference Convenor
29.	Confirm speaker gifts	Two months out from conference	Conference committee	Conference convenor
30.	Identify keynote introducers and session chairs	Two months out from conference	Conference committee and PCO	Conference convenor
31.	Meet speakers at the airport	1 day prior	Conference committee	Conference convenor
32.	Attend the conference and celebrate achievement!!	Nov 2-4, 2021	ALL	ALL
33.	Debrief meeting	Within one month of conference	Conference Committees with support of the LIANZA Office and PCO	Conference Convenor