

## Programme

Who is in responsible for the programme?<sup>2</sup>

Kalen

Which tasks will be taken on by the management team?

Task	Delegation requested	Delegation not requested	Task not applicable	Task complete
Theme selection				✓
Theme approved by board	N/A	✓		✓
Call for proposals issued	✓			
General shape of the programme decided <sup>3</sup>	✓			
Number of presentations decided <sup>4</sup>	✓			
Presenters invited / declined	✓			
Presentations scheduled	✓			
Publishing the programme		✓		
Presenters booked in	✓			
Support for presenters before the event	✓			
Support for presenters at the event	✓			
Purchase of conference supplies	✓			
Agreement to pay for presenter materials (eg arts supplies)	✓			
Advertising the event		✓		

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<sup>2</sup> The person responsible for the programme does not have to do all the tasks personally.

<sup>3</sup> The start and end times should be coordinated with the venue and have due regard to participants travel arrangements.

<sup>4</sup> This is not binding, and can be varied after the CFP if there is a good reason, however variations may impact the financial plan.