



**EFORWOOD**  
Sustainability Impact Assessment  
of the Forestry - Wood Chain



Project no. 518128

EFORWOOD

Tools for Sustainability Impact Assessment

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Thematic Priority: 6.3 Global Change and Ecosystems

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**EFORWOOD Final Conference plan**

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<b>PP</b>	Restricted to other programme participants (including the Commission Services)	
<b>RE</b>	Restricted to a group specified by the consortium (including the Commission Services)	X
<b>CO</b>	Confidential, only for members of the consortium (including the Commission Services)	



# 2009

## EFORWOOD Final Conference-Action Plan



M6

InnovaWood Ltd.

2/20/2009

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# Task List

## 1.1 *Abstract selection by scientific committee*

Determine:

- Abstract notification deadlines (proposed 20/06/09?),
- Design papers registration database (Access) or ConfMan <http://www.ifi.uio.no/confman/ABOUT-ConfMan/>
- Instructions and procedure for reviewers (e.g. How many reviewers per paper we will have?, Criteria?)
- Abstract notification message to authors (See Template 1- Acceptance for presentation), (Who will send the notification?). Are we going to have the extended abstract for book of abstracts?
- Define Deadline for full paper submission and instructions?

## 1.2 *Developing Programme*

- How many presentations, how long they will be (based on section 1.1) (Make instructions for speakers and authors)
- Discussion (reserve enough time for questions and discussion)
- Parallel sessions? (any parallel session)
- Poster sessions (Make instructions for poster authors. See Template 3)
- Guest speakers or plenary sessions? (Make instructions for speakers),
- Breaks: 30 minutes for coffees and 60-90 max minutes for lunch (decide based on number of participants, and lunch venue.) See Catering.

Programme-graphical design (part of 3<sup>rd</sup> announcement) and possible version for accreditations (see for sample file Badge Timetable)

Preliminary Conference programme on 20<sup>th</sup> May and later detailed Scientific Conference Programme (can be send with registration reminder).

## 1.3 *Scientific and organising committee planning meetings*

- Timetable of meetings on coordination and information about the current status of the arrangements and task progress

## 1.4 *Administration*

**1.4.1 Budgeting:** Update the budget, costs and income, constantly (Make estimate cost. See Template Budget EFORWOOD).

**1.4.2 Funding plan:**

- Funding sources: organisers, sponsors, registration fees
- Even smaller targeted sponsoring might help, like supporting coffees, lunches, and excursion.
- Define the list of non-payees clearly (Guest speakers. Partners?)
- Define criteria for discounts clearly (Paper authors and Students?)

- Define what is covered with the fee (list: e.g. Full Registration fee includes admission to all the technical sessions, a CD-ROM with the Conference Preprints, a printed Book of Abstracts including the Final Program, coffee-breaks, welcome reception and banquet.
- Define the payment and cancellation procedure:

**e.g. No refunds for cancelled registrations from 31/07/ 2009**  
**No refunds for cancelled social events from 31/07/2009**

#### 1.4.3 Agreements (organisers, service providers)

#### 1.4.4 Check invoices of ordered service (such as prepayments, payments of the venues, catering, etc.)

#### 1.4.5 Prepare cost statements to the collaborators, sponsors et

#### 1.4.6 Plan for staffing

- Divide the responsibilities clearly, define the back-up persons
- VIP-person/s (if any). Invitations, meet at arrival if necessary, seating
- Media, press conferences. (list of media to contact, press conference arrangements)
- Registration staff
- Hall assistants – info desk
- Help with the posters
- Set-up before the event and dismantle after the event
- Helping hands in the venue
  - carrying microphones
  - lights, air conditioning
  - copying the presentations to the computers
  - helping with setting on the presentation
  - giving clear instructions to the speaker on how to change the slides, use pointer, etc.
  - timing

### 1.5 **Deadlines**

- Abstract submission deadline (30<sup>th</sup> April. Possibility for extended and new deadline?)
- Abstract notification: 15th May
- Early registration, regular and late (e.g. 15th May – 31<sup>st</sup> July, 1<sup>st</sup> August – 8<sup>th</sup> September, 9<sup>th</sup> September – 16<sup>th</sup> September)
- Deadline full paper submission?
- Deadline editing and printing proceedings or Abstract book
- Catering booking, social events booking (get together /ice breaking event), transportation (after draft programme?)
- Cancellation policy (registration cancellation not possible after early registration)

## 1.6 **Invitations**

- Invitation VIP (if any), Keynote speakers (see Template3 invitation letter)

## 1.7 **Keynotes (K) and Authors (A)**

- Agree clearly on what is expected and what is covered (registration fee, travel, accommodation, incidentals, daily allowance etc.) (K)
- Instructions for preparing and deadline for submitting the expense report, and to whom it is submitted. Explain what the eligible costs to be covered are, are original receipts needed, give a travel claim sheet. (K)
- Instructions on travel and accommodation arrangements. (K)
- Time of the presentation, equipment available (KA)
- Deadline for confirming the presentation and filling in the registration information (A)
- Instructions for preparing and deadlines for submitting final title of the presentation, abstract, updated abstract, manuscript, biography and photo of the person giving the presentation.(K and A)
- Instructions for presentation (time, target audience, time for questions) (KA)
- Maximum size of the file to be presented to avoid the computer to crash in the middle of the session (like PP-presentation max 20 MG) (KA)
- Instructions for posters (size, mounting type, font size, pictures & graphs, etc.) (A)
- Time for poster session, when do authors have to be available near their posters (A)
- Possibility for poster author to give a short presentation on the poster & equipment provided for presentation (A)
- Programme & changes in it (KA)
- Decide if any Best paper prize will be offered? Categories: best student paper, best regular paper, and best poster? (A)
- Presents for keynotes
- Collecting presentations and web upload (PP, other) (KA)

## 1.8 **Publications**

- Conference brochure (3<sup>rd</sup> announcement): look and feel, content, target group mailing (preferable distributed with registration form after 15<sup>th</sup> of May) (*remark. the printed leaflets are not at the moment very cost-effective in most cases.*)
- Posters conference announcement and posters for the venue about the project
- Journal advertisement
- Book of abstracts or proceedings (deadline, who will be in charge for editing and printing)
- CD with the Conference Preprints
- Folders
- Project brochure

## 1.9 **Website**

Will include:

- Home (welcome message, rationale, themes, background, objectives / aims)

- Announcements (call for paper, instructions)
- Important dates (crucial deadlines)
- Scientific Programme
- Paper submission
- Registration
- Payment
- Link to Sponsors
- Social Programme
- About the venue
- About Uppsala
- Accommodation
- Travel information
- Contact us

### **1.10 Reservation**

- Accommodation (keynotes)
- Travel (keynotes)
- Venues (meeting, side events, catering, media). Check venue condition using to Brita list.
- Equipment (data projector, computers, connections to web, printer, copying machine, microphones, etc.).
- Catering (some tips. Water should be available during the sessions and breaks for all participants, speakers, moderators. Fruits available during the sessions and breaks. Inform the catering of the special diets. Ask the catering to write the ingredients in the buffet so that everyone can choose the food according to their diet. Ask how the food is placed => think how to arrange the traffic, avoid unnecessary queuing.)
- Transportation (airport, hotel, venue, etc.)
- Social programme

### **1.11 Registration and participants list**

- Electronic registration (Skogforsk system? Who will be in charge? Can we have it set up by mid of May?)
- Confirm the registration and include the original registration information if possible. This way also the participant can check is the information correct and it is easier to return to.
- Registration fee ( 100€ early and student and authors, regular 150 €, very late 250€)
- Design Registration form and instruction (printable, spendable, and available in the web.)
- Uploaded information and link on EFORWOOD portal
- Invoicing
- Certificates of attendance
- Participant list (name, organisation, email, country)

### **1.12 Material for participants: Conference pack**

- Practical information (before the event, website, folders)
- Badges (possibility to put the programme in accreditations)



- Folders
  - Final programme
  - Abstracts
  - List of participants with contact information
  - Technical information of the meeting (addresses, venue, transportation times, meeting points, contact phone, emergency info, etc.)
  - Maps where the venue, possibly hotels, meeting points etc. are marked
  - Short information of the organisers
  - Feedback form
  - Writing paper
  - Tourist information (shops, restaurants, travel)

Special material for moderators / chair persons

- Hand-outs for moderators (biographies of the speakers, updated programme, announcements to be given)
- Instructions on how to keep the scheduled programme
- Minute-signs (5-2-1-stop) and a clock

### ***1.13 Survival-kit for registration and info desk***

- Basic office surplus (scissors, puncher, stapler and extra rivets, pens, marker pens/ highlighters, ruler, tape, paper clips, pins, safety pins, memo sheets, band-aid, painkillers, allergy pills)

### ***1.14 Preparations of /at the venue***

- Check the venue condition using check-ups Brita's list
- Is decoration of the venue needed? Flowers.
- Signs
- Photographing

### ***1.15 Social Programme***

- Design programme (Theme connected to the theme of the event, agreeing on the places)
- Arrangements bookings, transport etc.

## Task just before and during the event

- Check all arrangements at the venue
- Go through the programme on organisational viewpoint with all involved to pass the information who has to be where and when, what has to be done and when, and to make the back-up plan
- Confirm and check the transportations
- Site preparation (see template Brita check-up-list)
  - Registration, information table/s (enough tables available, can participant register to anyone, if not, mark clearly where to go, arrange queuing, VIP & media registration, preparations for peak times, arrange material to be given)
  - Techniques of the venue: computers, data projectors, lights (how the lights work, preferably not totally turned off during presentation), microphones, etc.
  - Decorations
  - Signs
  - Poster frames
  - Banderols
  - Printing, phone, fax, internet
  - Mark the reserved seats
  - Reserve tables for extra material to be delivered
  - Catering
  - Other
- Photographing

### **1.16 After event**

- Update the list of participants and send it to the participants
- Thank you letters to
- Upload presentations on the portal
- Check the cash-box, invoices, registration fees and update the budget for final accounts
- Actions taken for the output of the event (proceedings, journal, web-report)

## 1.17 ANNEX TASKS AND DEADLINES

<b>Task list</b>	<b>Task Allocation</b>	<b>Deadline</b>
<b>1.1 Abstract selection by scientific committee</b>	Scientific committee	
Contact Scientific Committee and clarify their plans	Kaj Rosen	03/04/2009
Design Checklist, letter templates and Calendar	Isela Ibrahimovic, Denis Mc Gowan	03/04/2009
Contact specific partners expected EF abstracts to be submitted	Kaj Rosen	03/04/2009
Remind all partners re. call for abstracts	Kaj Rosen	03/04/2009
Remind all partner orgs. To send out reminders to their contacts	Denis Mc Gowan	03/04/2009
Abstract notification and review procedure - prepare draft for review by Scientific Committee	Isela Ibrahimovic, Denis Mc Gowan	03/04/2009
Design layout for book of abstracts	Inger Peters, Maria Soderlind	
Abstract administration procedure - define and document	Isela Ibrahimovic, Denis Mc Gowan	17/04/2009
Review abstracts for English grammar etc.	Denis Mc Gowan, David Butler-Manning	15/06/2009
<b>1.2 Conference Programme</b>	InnovaWood, Skogforsk	
Modification to draft programme	Denis Mc Gowan, Maria Soderlind, Gunilla Rodfors	03/04/2009
Send examples to MS for layout	Denis Mc Gowan, Inger Peters , Maria Soderlind	10/04/2009
Design brochure / programme (A4 plus badge)	Inger Petre, Maria Soderlind	17/04/2009
Design flier for 3rd announcement	Maria Soderlind	17/04/2009
Send draft design of flier to MS	Isela Ibrahimovic	03/04/2009
Organise printing of flier and programmes	Maria Soderlind Denis Mc Gowan,	
Distribution of copies through partners and other contacts	Maria Soderlind, Gunilla Rodfors	30/05/2009
Select moderators for each session	Kaj Rosen	15/05/2009
Reminder programme		15/08/2009
<b>1.3 Scientific and organising committee planning meetings</b>		
Telephone meeting schedule agreed - organising committee	Denis Mc Gowan	03/04/2009
<b>1.4 Administration</b>		
1.4.2. Funding plan (see Action Plan)	Maria Soderlind	30/04/2009
Define who is not paying, discounts for authors, also student invitations	Maria Soderlind	30/04/2009

Define what is covered by fees	Maria Soderlind	30/04/2009
1.4.4 Check invoices of ordered service (such as prepayments, payments of the venues, catering, etc.)	Maria Soderlind	30/04/2009
Prepare final budget and determine registration fees	Maria Soderlind, Kaj Rosen	30/04/2009
1.4.5 Prepare cost statements to the collaborators, sponsors	Maria Soderlind	
1.4.6 Plan for staffing (see action plan for details)	Maria Soderlind	
WAGs - are they coming or not? - tick boxes on registration	Maria Soderlind	30/04/2009
Design and produce badges	Maria Soderlind	15/07/2009
<b>1.5 Determine Deadlines (see action plan)</b>		
<b>1.6 Make Invitations</b>		
Invitation to VIPs	Kaj Rosen	30/05/2009
Keynote speaker invitations	Kaj Rosen, Maria Soderlind	30/05/2009
Media invitations - send contacts to Maria	Maria Soderlind, Isela Ibrahimovic	30/04/2009
Send media invitations (to chief editor) with brochure	Maria Soderlind, Isela Ibrahimovic	15/06/2009
Reminder invitation with press release to media	Maria Soderlind	20/08/2009
Invitation to EU Commission personnel	Kaj Rosen	30/04/2009
<b>1.7. Information, instructions for Keynote speakers and authors</b>		
1.7.1 Make all arrangements for keynotes : travel and accommodation	Maria Soderlind	30/04/2009
1.7.3 Buy presents for Keynote speakers	Maria Soderlind	30/06/2009
<b>1.8 Publications</b>		
1.8.1 Conference brochure -	Maria Soderlind	30/04/2009
1.8.2 Conference posters - design	Inger Petre, Maria Soderlind	30/05/2009
Email banner and short description - design for dissemination to journals, web sites etc.	Isela Ibrahimovic	10/04/2009
Send folders to MS	Denis Mc Gowan	30/04/2009
<b>1.9 Design conference webpage</b>		
Design and test web site	Isela Ibrahimovic, Maria Soderlind	15/05/2009
<b>1.10 Reservations</b>		
1.10.1 Booking venue	Inger Petre, Maria Soderlind	
1.10.2 Booking catering	Inger Petre, Maria Soderlind	
1.10.3 Booking equipment	Inger Petre, Maria Soderlind	

1.10.4 Booking transport	Inger Petre, Maria Soderlind	
1.10.5 Plan social event and booking for this event	Inger Petre, Maria Soderlind	
<b>1.11 Registration (electronic registration)</b>		
Design registration form - social event, spouses, hotel price categories, dietary requirements, certi. of attendance, registration fees incl. discounts, credit card requirements	Inger Petre, Maria Soderlind	20/04/2009
Set up registration system	Inger Petre, Maria Soderlind	15/05/2009
1.11.2 Invoicing	Inger Petre, Maria Soderlind	21/04/2009
1.11.3 Send attendance certificates	Inger Petre, Maria Soderlind	22/04/2009
Redirect emails during July	Inger Petre, Maria Soderlind, Isela Ibrahimovic	15/06/2009
<b>1.12 Design Conference pack (decide what to include)</b>		
1.12.1 Materials for moderators	Maria Soderlind	15/08/2009
1.12.3 Presents for all participants - memory stick, bags, folders,	Maria Soderlind, Kaj Rosen	30/04/2009
Order presents and organise logo printing - if memory stick, agree on what should be pre-loaded	Maria Soderlind, Isela Ibrahimovic	30/05/2009
<b>1.13 Make list for Survival-kit for registration and info desk</b>		
<b>1. 14 Check the venue (use the Brita check-list)</b>		
Decorations, signs, photography, copy and printing, flowers, internet , taxi numbers, shoe repair, doctor, equipment for speakers PowerPoint for screens	Maria Soderlind	15/08/2009
<b>Others</b>		
CD for partners / Memory sticks with selection of materials from EF project	Isela Ibrahimovic, Maria Soderlind	30/07/2009
Backdrop and / or roll up graphics for big room - smaller ones for other rooms?	Maria Soderlind	30/07/2009
<b>Post Conference</b>		
Updated list of participants, thank you letters, upload stuff to portal play deliverable	Maria Soderlind, Isela Ibrahimovic	27/09/2009 01/07/2009