

# Timeline for Organizing Specific Events eg. workshop

**Step 1:** Around 8-10 weeks before the proposed event, please contact the [Network Manager](#).

The event organizer/s are encouraged to informally contact their prospective invited speakers to sound them out about their interest and availability, prior to dispatch of formal invitations.

**Step 2:** Around 6-8 weeks before proposed event, **EII** will:

- Confirm the proposed arrangements with event organizers, or open discussions on amendments.
- Set up webpage for the event and will update the pages on an ongoing basis.
- Dispatch letters of invitation to invited speakers and participants.
- Establish a delegate list and email lists.
- Organize airfares and accommodation for confirmed speakers and participants, as per agreed budget arrangements.
- Organize "registration" of delegates, i.e., determine dietary requirements and other needs like local transport etc.
- Request the title, abstract & bio of the proposed presentations.
- Monitor deadlines.

**Step 3:** Around 3-6 weeks before the event, the **event organizers** will:

- Develop the program/agenda as the invited speakers and participants confirm their attendance and presentations.
- Confirm local arrangements: venue and catering bookings etc.
- Submit changes to EII for any web updates.

**Step 4:** Around 2 weeks before the event, **EII** will:

- Contact all delegates with the final program/agenda.
- Finalize any other arrangements still to be made including liaising with the local administrator.

**Step 5:** After the event, **EII** will:

- Collect any outstanding presentations and other updates, like photos, for the web.
- Pay catering and other event costs.

**Step 6:** After the event, the **event organizers** will:

- Submit a report.