

IMCS Conference Planning Guide (Draft)

23-25th May 2019

Part I: Conference Committees Members, Contacts, Institutions and Roles/Functions

The following table contains the Conference Committees members' details such as their names, contact details, institutions and roles/functions.

Table 1: Conference Committees Members, Contacts, Institutions and Roles/Functions

	Name Full	Contact	Inst	Role/Function
Организационная коллегия (Steering Committee)	доцент Липатов Вячеслав Анатольев (ЛВ)	viacheslav.lipatov@fulbri.ghgmail.org	ФУП	Генеральный председатель (General Chair)
	Professor Maria Jakovljevic (Мария Яковлевич) (MJ)	jakovm@unisa.ac.za mariaj@flamewave.net	UNISA	Генеральный Сопредседатель (General Co-Chair)
	к.э.н., профессор Славин Борис Б. (СБ)	bbslavin@fa.ru	ФУП	Первый сопредседатель (Co-Chair first)
	Professor Nkopodi Nkopodi (NN)	nkopon@unisa.ac.za	UNISA	Сопредседатель второйF (Co-Chair second)
	Assoc. Professor Ernest Mnkandla (EM)	mnkane@unisa.ac.za	UNISA	Сопредседатель третий (Co-Chair third)
	Assoc. Professor Alfred Coleman (AC)	colema@unisa.ac.za	UNISA	Сопредседатель четвертый (C-Chair fourth)
Организаторы программы конференции (Conference program organizers)	к.э.н., доцент Алтухова Наталья (АН)	nfaltuhova@fa.ru	ФУП	Председатель Программы конференции (Program Chair),
	Dr Chimbo Bester (CB)	chimbb@unisa.ac.za	UNISA	Сопредседатель Программы конференции (Program co-Chair)
	?	?		

Публикации (Publication)	профессор, д.э.н. Антропов Владислав В (АВ)	antropov_v@yahoo.com vvantropov@fa.ru	ФУП	Председатель Публикации (Publication Chair)
	Галас Марина Леонидовна (ГЛ)	mlgalas@fa.ru	ФУП	Сопредседатель Публикации (Publication Co- Chair)
	Данеев Олег Валерьевич (ДВ)	odaneev@fa.ru	ФУП	Сопредседатель Публикации (Publication Co- Chair)
Гласность (Publicity)	доцент, Пономарева Марина Александровна (ПА)	maponomareva@fa.ru ponomarevam@mail.ru	ФУП	Сопредседатель Гласности (Publicity Co-Chair)
	?	?	UNISA	Сопредседатель Гласности (Publicity Co-Chair)
Рецензенты (Reviewers)	Professor Зубенко Вячеслав Васильевич	glorydent@yandex.ru , vvzubenko@fa.ru	ФУП	
	Старший преподаватель Ахметов Миннегалей Гизятович	mgahmetov@fa.ru	ФУП	
	Старший преподаватель Нарцисова Стэлла Юрьевна	n-stella-urevna@yandex.ru	Академ ия МНЭП У	

Key:

ФУП = Финансовый университет при Правительстве РФ

UNISA= University of South Africa

Part II: Task Schedule

Next table presents task team action plan.

Table 2: Task team action plan: Task Schedule

Num	Responsibilities/Tasks	Who	When/Target Date	Status	Description/Comments
1	Develop conference	MJ, ЛВ	As soon as	In the	

	planning guide		possible	process	
2	Review conference planning guide	EM, NN, AC, CB, AH	As soon as possible	In the process	
3	Confirmation of the title and the theme for the Conference	MJ, JB, CB	As soon as possible	Almost Complete	
4	Confirmation of tracks and topics for the Conference	MJ, JB, EM, NN, AC, CB, AH	As soon as possible	In the process	Make recommendations about the type and number of concurrent tracks. Make recommendations about presentation types (e.g. workshops, papers presentations, poster sessions, panel discussions etc.)
5	Identify International Programme Committee members	MJ, JB, EM, NN, AC, CB	As soon as possible	Not started	
6	Identify and secure reviewers (national and international)	MJ, JB, EM, NN, AC, AH, CB	As soon as possible	Not started	- Evaluation of papers - Providing a feedback to authors timeously
7	Form working groups to handle and address specific task breakdowns	MJ, JB, CB	As soon as possible	Not started	Set up a peer review group to evaluate proposals
8	Provide content/info for Web Site	MJ, JB, CB	As soon as possible	Almost complete	
9	Create Conference logo	MJ, JB, CB	As soon as possible	Not started	
10	Confirmation of Conference Web Site contents	MJ, JB, AH, CB, EM	As soon as possible	Almost complete	
11	Confirmation of online Payment system	MJ, JB, CB, AC	As soon as possible	Not started	- Determine how credit cards will be processed for registrations. - Determine the bank and the account to integrate the payment system into the Conference web site
12	Call for Papers	MJ, HA, JB	November 2018		- Write the Call for Proposals -Publicity of the event on major search engines (e.g. listserv's, Google, Yandex, universities web sites etc.) - Alert potential

					participants as to date of Conference
13	Purchase secure server key for secure online registration	MJ, JIB	As soon as possible	To be confirmed	- Purchase secure server key for secure online registration - Purchase domain for Conference website.
14	Identify Sub-Chair(s)	Committees members	As soon as possible	Not started	Identify Sub-chairs for Publication and Publicity
15	Confirmation of Conference fees	MJ, JIB, EM, AC, CB	As soon as possible	In the process	
16	Agree on Tasks schedule for the Conference	Committees members	As soon as possible	Not started	
17	Agree on the determination and setting of timelines	MJ, JIB, EM, CB, AH	As soon as possible	Not started	-Create master timeline of due dates leading up to the Conference
18	Agree on important dates	Committees members	As soon as possible	Not started	
19	Identify Keynote speaker(s) and secure commitment	MJ, JIB, EM, AC, CB	November		-Research keynote speaker(s) (in house or sourced out) - RE-confirm keynote speaker(s)
20	Identify Sponsors/ Fundraising	Committees members	As soon as possible	Not started	- Create list of potential sponsors. - Find sponsors and secure fundraising - Create sponsorship packages. - Write sponsorship contract.
21	Identify Exhibitors	Committees members	January/February 2019		-Arrange the exhibition in collaboration with relevant stakeholders
22	Determination of Workshop Topics and Speakers	Steering Committee	As soon as possible	Not started	- Determine workshop session topics and speakers - Get workshop descriptions from presenters -Obtain contact information on all workshop speakers
23	Invitation and confirmation letters	PIA	November/December		-Draft invitation and confirmation letters -Mail, fax and/or email confirmation letters
24	Identify IT member(s) for technical support	MJ, JIB, CB	November/December		- Create a list for audio-visual and technology needs

					- Order laptops or computers for the venue
25	Planning technical support	MJ, JB, CB	January/February 2019		- Advice and support regarding technology aspects including power, audio-visual equipment (Television, Projector, Laptops, Audio, Lighting, Sound System, Cd Player etc.) - Check/test A/V equipment (laptops, projectors etc. to ensure all cables, leads, laptops, screens, microphones are present)
26	Planning the Conference promotion	ПА, EM, ГЛ, CB, AB, ДВ	As soon as possible	Not started	-Purchase/rent/build mailing and e-mail lists to promote the Conference.
27	Planning the Conference expenses	MJ, JB, Steering Committee	As soon as possible	Not started	-Confirm costs for all items for the Conference -Create a cost analysis on the Conference.
28	Finalize budget	MJ, JB, Steering Committee	As soon as possible	Not started	-Create complete Budget based on the conference costs, goals, etc. -Confirm budget for speakers/sponsors/attendees gifts. -Monitor budget and re-evaluate throughout planning process. - Re-evaluate budget.
29	Monitoring payments, finance	MJ, JB, Steering Committee	From January/February 2019		-Budgeting, bookkeeping, payments, liaison with bank, receipt and deposit of donations, conference fees etc. -Follow up with any outstanding accounting items -Obtain/Review copies of invoices, A/V checks for budget.
30	Communication with attendees	ПА, ГЛ, CB, AB	From January/February 2019		Ensure all attendees know the following: - Venue location and directions, -date & timing;

					<ul style="list-style-type: none"> -who the main point of contact is for general information; -Itinerary of the conference days; -confirm with presenters for any special needs they may have.
31	General Communication and Documentation	ПА, ГЛ, СВ, АВ, ДВ			<ul style="list-style-type: none"> -Liaise with others regarding the design, development and maintenance of Conference documentation e.g. flyers -Plan for theme décor for Conference.
32	Planning the Venue	МЖ, ЛВ, СВ	November 2018		<ul style="list-style-type: none"> -Choose your preferred location and venue; -Determine accessibility of location; size of venue. - Confirm all parking issues - Confirm food guarantees deadline. - Ensure table for panel speakers - Research gala dinner options/cost
33	Planning (Logistics/social events/Food & beverages)	ПА, ГЛ, АВ	April 2019		<ul style="list-style-type: none"> -Agree on menus, teas / coffees, buffet, lunch, dinner -Arrange snacks, food timing and placement, location to eat. -Arrange refreshments -Arrange social events -Agree on entertainment: group tours etc.
34	Conference day: Organization of the Venue (Logistics/social events/Food & beverages)	Committees members	May 2019		<ul style="list-style-type: none"> At Conference day put up signage by 8:00am for early arrivals - Have registration area set up ahead of time that registration is scheduled to begin - Ensure registration is running smoothly - Distribute instructions for use -Check for the following: signage, registration desk, name badges, number of chairs, flipchart & pens A/V Equipment /

					<p>presentation notepads / pens.</p> <ul style="list-style-type: none"> -Make sure water is available in presentation rooms - Check table for panel speakers. -Inspect all function rooms set-up prior to each event. Confirm all parking issues - Ensure breakfast is setup 2 hour earlier than scheduled time to begin - Assign runners to assist presenters and committee when necessary - Be prepared to troubleshoot - Make sure there are refreshments available -Take pictures to send to printing -Distribute gifts at registration. -Insure evaluation forms are in place. -Collect evaluation forms. -Assist attendees with travel questions. -Ensure assisting in clean-up
35	Determination of Conference Programme format	ГЛ, СВ, АВ, ДВ	January/February 2019		-Design text for Conference programme booklet/book of abstracts.
36	Publicity	ГЛ, ЕМ, ДВ	As soon as possible	Not started	Identify Search engines and online advertisements (eg. Yandex, Google, Facebook, etc.)
37	Marketing/Promoting Plan and activities	ГЛ, ЕМ, ДВ	As soon as possible	Not started	<ul style="list-style-type: none"> -Write conference marketing plan -Research images for marketing pieces -Finalize "look and feel" of conference marketing materials -Create press release schedule. -Plan for press room -Invite press to attend -Draft welcome letter
38	Conference Web site update	Representative from Synnect,	As soon as possible	Not started	-Set up database for registrations

		South Africa			-Update registration database as registrations are received
39	Monitoring double-peer Review Process and Evaluation of Papers	Conference program organizers	From January/February 2019		- Review evaluations objectively
40	Final Selection of Papers	Conference program organizers	March 2019		
41	Finalisation of Speakers/Presenters	Conference program organizers	March/April 2019		-Preliminary schedule put together, including tentative times/workshops presenters - Contact potential presenters - Get realistic estimate of attendance - Follow up with program committee advisors
42	Contact information on all Speakers and Presenters	Conference program organizers	March 2019		
43	Collect bios on all speakers	Conference program organizers	March 2019		
44	Organise Session Chairs	Conference program organizers	April/May 2019		-Arrange for session chairs
45	Production of Final Conference Programme	ГЈ, CB, AB, ДВ	April/May 2019		-Review papers and sign off. -Proof final registration list
46	Prepare printed Programme and agenda for workshops	ГЈ, CB, AB, ДВ	April/May 2019		
47	Prepare Evaluation Forms	ПА, EM	April 2019		
48	Printing and Distributing conference material (off-line and on-line)	ПА, EM	March-May 2019		-Design, print and distribute a Welcome Letter for each attendee -Design/print name badges. -Prepare brochure, flyers, banners and general info to display if required. -Prepare or plan for display boards, tables, chairs for publicity material & name badges -Triple-check each Attendee name badge is complete and ready. -Proofread any and all copy

					before printing
49	Preparation of Conference Proceedings	ГЛ, CB, AB, ДБ	As soon as possible		-Identify Editors -Select AV/Printing company and secure contract -Finalize papers for printing
50	Production of CDs with the Conference Proceedings etc.	ГЛ, CB, AB, ДБ	May 2019		-Finalize DIGITAL printing
51	Finalizing Conference material and finance	Steering Committee, and the program organizers	7 days after Conference		- Save all planning materials and evaluations for next Conference to use as a guide. - Review food and beverages consumption and compare to billing after function -Balance sheet of Conference completed and sent for review to General Chair (GC) -Send thank-you notes to all presenters, donors, vendors, and administrators who assisted in making Conference a success!

PART 3: Resource requirements/budget for the Conference

The following table indicates resource requirements/budget for the Conference. Please indicate resources requirements for your task schedule, their approximate costs and the date when resources should be realized.

Table 3: Resource requirements/Budget

Item	Amount	When required

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