



INTERNATIONAL LIFE SAVING FEDERATION

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2021 WORLD CONFERENCE ON DROWNING PREVENTION

PROCEDURAL OVERVIEW

1. Introduction

The ILS World Conference on Drowning Prevention (WCDP) is a world-wide international event from the International Life Saving Federation (ILS). The Conference focusses on drowning prevention, rescue, lifesaving, lifeguarding, water safety and aquatic disasters.

The purpose of the Conference is to bring together the world's foremost experts, researchers, systems and information on drowning prevention, rescue, lifesaving, lifeguarding and water safety for exchange, debate and further development that will lead to reduction of death and injury in all aquatic environments world-wide.

A significant participation is expected from a wide range of organisations across the world. As a measure of the global status and profile of this major event, and in line with previous WCDP events, the ILS will seek the support of the World Health Organisation (WHO) to act as a Co-Sponsor of the WCDP 2021.

It should be noted that, depending on the number of bids received, the ILS Board of Directors may approve the awarding of the WCDP 2023 event to a suitable host at the same time to maintain the momentum of interest received. Bidding organisations will have the option to indicate if they are also interested in the hosting of the WCDP 2023 event in the bid document.

2. Overall Conference Objectives

The ILS is responsible for setting the Conference Objectives. The following overall Objectives have been set by the ILS for the WCDP 2021:

1. To gather the worlds drowning experts in research, education and action to find the best approaches, techniques and quality technologies to reduce the global drowning burden.
2. To advance the science of lifesaving.
3. To further gather evidence of child and adolescent drowning prevention.
4. To expand global participation in aquatic lifesaving, including among youth.
5. To explore and identify methods to increase the lifesaving effort worldwide, especially in population centres where the rates of death by drowning are high.

3. Overall and Specific Conference Themes and Topics

The ILS is responsible for developing the overall and specific conference themes and areas of emphasis. The Conference Host can suggest additional topics appropriate to the country or the region in which it is proposed to hold the Conference.

The Conference Themes set by the ILS are: drowning prevention, rescue, lifesaving, lifeguarding, water safety, aquatic disasters.

In each of the above themes, the following topics could be emphasised: data collection, statistics, education, medical, research, education, training, etc.

The ILS and the Host Organisation shall work collaboratively to ensure the Conference preferably covers not more than six themes.

4. Venue and Dates

The Host Organisation and the Venue will be selected by the ILS Board of Directors on 21 November 2018. The Venues and Dates will be proposed by the Host Organisation and approved by the ILS.

5. Conference Sessions

The ILS and the Host Organisation shall work collaboratively to ensure the Conference shall include:

- An Opening Session and Ceremony.
- Plenary Sessions.
- Workshop or Breakout Sessions.
- Poster Presentation Sessions.
- Exhibition and Trade Displays.
- Opportunities for pre- or post-conference professional development courses, workshops.
- Professional development excursions pre, during or post conference.
- A Closing Session and Ceremony.

6. Programme - Conference Schedule

The following table outlines the draft schedule of events to be held within the WCDP 2021, and should be used as a planning guide.

Meeting and Conference Proposed Programme		
DAY 0	All Day	• Arrivals of ILS Secretary General and Staff
DAY 1	All Day	• Arrivals of Commission and Committees Chairs and Members
	10:00 – 12:00	• Meeting between ILS and the Organising Committee
	16:00 – 18:00	• ILS Chancellery and ILS Commission Chairs Meeting
DAY 2	All Day	• Arrival of Members of the Board of Directors and Regional Secretaries-General
	All Day	• Arrivals of ILS Delegates
	09:00 – 10:30	• ILS Commission and Committee Meetings – Session 1
	10:30 – 11:00	• Tea and Coffee Break
	11:00 – 12:30	• ILS Commission and Committee Meetings – Session 2
	12:30 – 13:30	• Lunch
	13:30 – 15:00	• ILS Commission and Committee Meetings – Session 3
	15:00 – 15:30	• Tea and Coffee Break
	15:30 – 17:00	• ILS Commission and Committee Meetings – Session 4
	18:00 – 19:00	• Chancellery Meeting
DAY 3	09:00 – 10:30	• ILS Board of Directors Meeting – Session 1
	10:30 – 11:00	• Tea and Coffee Break
	11:00 – 12:30	• ILS Board of Directors Meeting – Session 2
	12:30 – 13:30	• Lunch
	13:30 – 15:00	• ILS Board of Directors Meeting – Session 3

DAY 4	15:00 – 15:30	• Tea and Coffee Break
	15:30 – 17:00	• ILS Board of Directors Meeting – Session 4
	All Day	• Arrival of Conference Participants
	All Day	• Set-up of Conference booths
	All Day	• Pre-Conference Workshops
	09:00 – 10:30	• ILS Board of Directors Meeting – Session 5
	10:30 – 11:00	• Tea and Coffee Break
	11:00 – 12:30	• ILS Board of Directors Meeting – Session 6
	12:30 – 13:30	• Lunch
	13:30 – 15:00	• ILS Board of Directors Meeting – Session 7
	15:00 – 15:30	• Tea and Coffee Break
	16:00 – 16:30	• ILS Annual General Assembly (6 people)
	17:00 – 18:30	• Official Opening of the Conference *
	18:30 – 18:45	• Official Opening of the Exhibition *
	18:45 – 20:30	• Welcome reception
DAY 5	17:00 – 20:30	• Poster Session
	All Day	• Exhibition
	09:00 – 10:30	• Key-note speakers Session 1
	10:30 – 11:00	• Tea and Coffee Break
	11:00 – 12:30	• Break-out Sessions 1
	12:30 – 13:30	• Lunch
	13:30 – 15:00	• Break-out Sessions 2
	15:00 – 15:30	• Tea and Coffee Br
	15:30 – 17:00	• Break-out Sessions 3
	All Day	• Poster Session
DAY 6	All Day	• Exhibition
	09:00 – 10:30	• Key-note speakers Session 2
	10:30 – 11:00	• Tea and Coffee Break
	11:00 – 12:30	• Break-out Sessions 4
	12:30 – 13:30	• Lunch
	13:30 – 15:00	• Break-out Sessions 5
	15:00 – 15:30	• Tea and Coffee Break
	15:30 – 17:00	• Break-out Sessions 6
	All Day	• Poster Session
	All Day	• Exhibition
DAY 7	Evening	• ILS and Conference Dinner
	09:00 – 10:30	• Key-note speakers Session 3
	10:30 – 11:00	• Tea and Coffee Break
	11:00 – 12:30	• Break-out Sessions 7
	12:30 – 13:30	• Lunch
	13:30 – 15:00	• Break-out Sessions 8
	15:00 – 15:30	• Tea and Coffee Break
	15:30 – 17:00	• Conference Closing Ceremony – includes Conference Statement and handover to next WCDP
	Evening	• Departures
	All Day	• Departures
DAY 8	All Day	• Departures

* The Opening Ceremony of the Conference and the Exhibition can be done in the morning of day 5.

7. Conference Management and Committees

The Conference is managed by:

- The International Life Saving Federation (ILS).
- The Host Organisation, which can set up a Local Organising Committee (LOC).
- The Conference Programme Committee (CPC).

- The Coordination Committee (Co-Com).

Both the ILS and the Host Organisation commit to organise and conduct the WCDP 2021 consistent with the aims, objectives and operational methodologies of the ILS and to a standard expected of an International Conference.

8. Responsibilities

A. Responsibilities of the ILS

The responsibilities of the ILS are:

Provision of Information

1. The ILS will provide to the Host Organisation:
 - The basic contact information of:
 - The participants at the last three Conferences.
 - The organisations that participated in the last three Conferences.
 - The exhibitors that participated in the last three Conferences.
 - The appropriate Conference statistics of the last three Conferences.
 - The final reports of the last three Conferences.
 - The financial reports of the three last Conferences.
2. The ILS will provide any other materials the ILS or the Host Organisation may consider helpful to the Host Organisation in carrying out its obligations.

Promotion of the WCDP

3. The ILS will actively promote the Conference on the official ILS web-site and through social media such as Facebook, Twitter, LinkedIn, etc.
4. The ILS will promote the Conference to its members through targeted e-mails and/or newsletters to former conference participants and organisations with an interest in drowning prevention.
5. The ILS will refrain from promoting the venue for the 2023 World Conference on Drowning Prevention, prior to the commencement of the WCDP 2021 Event.

Conference Management Software

6. The ILS will provide, free of charge, the Conference Management Software which preferably should be used by the Host Organisation. The Software includes, amongst others, an on-line registration system. The ILS and the Host Organisation will co-share access codes at all times. The data will ultimately be owned by the ILS. The software will include:
 - Data, contact details, biography and picture of participants.
 - Accommodation and local transportation details.
 - Registration systems,
 - Sessions and workshops.
 - The social programme.
 - Spousal/Partner packages.

Conference Programme

7. The ILS will establish a Conference Programme Committee (CPC) to coordinate and manage the programme.
8. The Chair of the Conference Programme Committee will be the key contact for the Host in the programme content.
9. The ILS will establish a Coordination Committee (CoCom) to monitor and guide the progress of the Host Organisation

Provision of Assistance and Support

10. The ILS will provide the services of the ILS Event Director to help with the organisation and the delivery of the Conference through:
 - Assisting the Host to develop the operational plan for the delivery of a successful Conference, including the logistical requirements for managing up to 700+ delegates

- Providing appropriate content to assist the Host in developing the Conference website
 - Configuring the Conference Management Software to provide a robust online-registration system for the Host to operate
 - Providing a clear user guide to assist delegates in the registration process
 - Monitoring of the registration process and supporting the Host in answering queries from delegates
 - Supporting the Host to identify the requirements for all printed materials, including the Registration package, Conference Programme, and Abstract Book (whether supplied in printed or digital format)
 - Support the Host in gaining the ILS approval of any conference branding, including the Conference Logo and website branding
 - Supporting the Host in developing appropriate communications for issue through the ILS and Conference websites and through social media
 - Supporting the Host in marketing activity by ensuring that all communications from the ILS are consistently published and matched with those provided by the Host
 - Assisting the Host in determining the audio-visual requirements to run a successful conference
11. The ILS will provide the services of the ILS Executive Director to help with the organisation and the delivery of the Meetings related to the Conference through:
- Providing a list of the ILS meeting attendees, arrival and departure details, and their accommodation needs
 - Provide details of the audio-visual requirements for all the ILS meetings, including the ability to join meetings digitally where required.
 - Ensure the ILS meeting attendees follow the correct registration process in a timely manner
12. The ILS will provide a timetable for, board of director's, commission, committee and related meetings no less than 12 months prior to the event.
13. The ILS will make commercially reasonable efforts to support the Host Organisation in running the WCDP 2021.

Registration Periods and Fees

14. The ILS will, in close collaboration with the Host Organisation, determine the early-bird, the normal and the late registration periods and include that in the ILS - Host Organisation agreement.
15. The ILS, in close collaboration with the Host Organisation, will determine the fees for the Conference. In case of unforeseen costs after the bid has been presented, the ILS may agree that these may be varied upwards by a maximum of +10% up to the period that the registration of delegates begins.

B. Responsibilities of the Host Organisation

The Host is responsible for the organisation of the Conference and can set up a Local Organising Committee (LOC). The responsibilities of the Host Organisation are to organise and conduct the Event (with the appropriate support of the ILS as outlined in 8.A above); namely the pre- and post- Conference Meetings and Social Activities, the Conference and the Exhibitions consistent with the aims, objectives and operational methodologies of the ILS and to a standard expected by the ILS. The Host is also required to fund the mandatory requirements as detailed in APPENDIX 2 and to achieve the key milestones as provided in Attachment A to this document.

Registration

1. The Host Organisation is responsible for the management of the registration of the participants. This includes, but is not limited to, the participants at the pre- and post-Conference meetings from the ILS as well as the participants at the Conference and Exhibition, including their partners and children (if any and if present). The Host Organisation will produce the accreditation cards of the participants. The registration data will be owned by the ILS.

Web site

2. The Host Organisation will, in close collaboration with the ILS, create, set-up and manage the Conference web site. The web site should include:
 - Information on the ILS, lifesaving and drowning prevention.
 - Information on the country, region, city and Conference Host.
 - The Conference Goals, Objectives and Topics.
 - Promotion and Incentive to participate: benefits of attending.
 - The title, the dates, the venues (conference centre, main hotel, other accommodation) and the contact details.
 - The programme.
 - The online registration system including registration fees plus associated event fees.
 - The call for abstracts and Posters.
 - The information for Participants, Speakers, Poster Presenters, Commercial Partners, Exhibitors.
 - The list of authorities, delegates, scientists, Commercial Partners, exhibitors, etc. that will participate at the Conference.

Exhibitors and Commercial Partners

3. The Host Organisation will:
 - Create a list of potential Exhibitors and Commercial Partners and submit that for approval to the ILS.
 - Prepare a package outlining the benefits of Exhibitors and Commercial Partners.
 - Actively promote the Event to attract Exhibitors and Commercial Partners.
 - Sign and collect contracts from Exhibitors and Commercial Partners.
 - Create and send out an information package for Exhibitors and Commercial Partners containing: point of contact, conference goals, procedural instructions, finalised agenda, etc.
 - Map out floor space for Exhibitors.
 - Find out Exhibitor requirements and order booths, etc.

Marketing and Public Relations

4. The Host Organisation, will:
 - Create and send out press releases and mass mailers.
 - Gather location promotional material (from chamber of commerce or tourism agency).
 - Approach transportation and accommodation facilities to negotiate special conference rates.
 - Convey the message that the conference Host will go out of their way to provide a positive experience to all participants.
 - Provide an opportunity for the media to participate in getting the message out e.g. offering interviews with keynote speakers, negotiating for the production of a radio or television show.

Printed Materials

5. The Host Organisation will:
 - Identify signage and other printed materials requirements.
 - Determine whether printed materials can be designed in-house or must be outsourced.
 - Create brochures.
 - Create marketing and conference identification materials.
 - Create registration packages
 - Provide all printed material (including the Abstract Book) using an appropriate printing company
 - Where requested provide the printed material to delegates in a digital format

Branding and Identity

6. The Host Organisation will apply a consistent branding to the Event. Consistent branding is essential to give the conference an identity. This means using the same logo, colours, graphics and fonts on printed materials and on the web site.

7. The Host Organisation will not display other branding that may be associated with their organisation logo unless receiving prior express written permission from the ILS.

Audio-Visual Requirements

8. The Host Organisation will:
 - Ascertain the audio-visual requirements for each segment of the Conference (presentations, reception, breakouts etc.) and the associated ILS Board and Commission Meetings.
 - Contact speakers to find out about any special needs or requirements.
 - Provide appropriate audio-visual equipment and services to satisfy the conference needs as approved by the Conference Programme Committee
 - Arrange for audio-visual technicians to be onsite throughout the Conference for troubleshooting.
 - Assign conference workers to verify that audio-visual is functioning properly before each session.
 - Establish security measures for audio-visual equipment.

Accommodation

9. The Host Organisation will:
 - Establish what accommodation is available around the conference site.
 - Negotiate room rates for participants with hotels and/or other accommodation providers.
 - Sign a contract with hotels for provision of accommodation.
 - Establish accommodation booking/registration procedures.
 - Establish accommodation booking deadline.
 - Convey accommodation information and booking deadlines to the ILS and the participants.
 - Confirm room bookings with hotels.

Transportation

10. The Host Organisation will:
 - Contact a local transportation provider to transfer the delegates between events and venues as well as airports and other providers.
 - Contact the local Visitor and Convention Bureau or Conference Centre for authorised carriers in the local area.
 - Negotiate deals with transportation companies for discounts for participants.
 - Ensure they obtain copies of licensing, insurance and any permits they will need to provide the services required.
 - Convey transportation information to participants.

Food and Beverage

11. The Host Organisation will:
 - Identify expected food and beverage needs.
 - Find out what the conference facility can offer and whether they allow outside catering.
 - Get menu options from caterers.
 - Decide who will be catered and sign a contract with a caterer.
 - Implement a strategy for identifying and accommodating dietary restrictions.
 - Send final food and beverage requirements to the caterer.

Social Events

12. The Host Organisation will:
 - Contact the local Visitor and Convention Bureau or Conference Centre for suggestions for social events and trips.
 - Research local tour operators.
 - Visit venues and attractions and request tours from locals who are 'in the know'.
 - Identify all social events to be offered by the conference, including spousal programmes.
 - Determine which events will require registration.

- Implement a registration procedure for social events.

Budget

13. The Host Organisation will, in close collaboration with the ILS, establish a budget and then ensure it adheres to it as far as possible. The budget will include all costs given in the Bid Application Form such as venue costs, travel costs, food and accommodation costs, etc. Budgeted expenditure may include:

- Venue rental or hire charges.
- Creation and maintenance of conference web site.
- Conference badges, bags, and stationery.
- Food and drink for the opening reception.
- Other reasonable hospitality costs including music.
- Printing and design costs for the conference programme.
- Transportation in connection with professional visits.
- Refreshments for morning and afternoon breaks.
- Hire of AV equipment for speakers' use
- Hire of fax, photocopiers, PCs for conference office.
- Conference display panels and signage.
- Bank charges.
- Presentation gifts for principal organisers.
- Professional conference organisers fees.
- Simultaneous translation services (if any).

Sources of income may include:

- Participants' registration fees.
- Rental of space by commercial exhibitors.
- Partnership from commercial companies.
- Grants from government agencies.
- The monetary value of support-in-kind.

Pre- and post-conference tours and any spouse's programme should be outside and separate from the main conference budget

The Conference currency/currencies can be chosen by the Host Organisation so as to minimise bank and other transaction charges. However, if a currency other than Euro is chosen, the rate of the local currency against the Euro will be fixed as at the date of the awarding of the bid to the Host.

C. Responsibilities of the Conference Programme Committee (CPC)

The ILS will set up a Conference Programme Committee (CPC). The CPC will be chaired by a suitable person appointed by the ILS. The Chair is responsible to coordinate and manage the programme. The Chair will compose the CPC, which will include at least five members, from which at least one member is from the Host Organising Committee.

The Conference Programme Committee, will select conference speakers and presenters based on their level of expertise, congruence with the conference themes and topics, their standing in the community, their recognition as a good presenter to an international audience. The speakers shall include representation from all ILS Regions. The Hosts, who will be intimately involved in the promotion and search for appropriate speakers, will be offered the opportunity to recommend speakers to the CPC for approval.

The Conference Programme Committee will:

Manage the Abstracts and Posters

- Prepare the call for papers and posters (wording, layout, etc.).
- Establish a deadline for paper and poster submission.
- Publicise the call for papers and posters (via a website, e-mail, regular mail, journals, etc.).

- Find reviewers and establish their area of expertise.
- Accept paper and poster submissions (via web site submission, e-mail, regular mail, fax, etc.)
- Send out confirmations of receipt of paper and poster submission.
- Assign reviewers to each paper and poster.
- Circulate the papers and documents to each reviewer.
- Follow up with reviewers to ensure they are on track.
- Collect reviewer's comments.
- Make the final paper and posters selections.
- Notify authors of acceptance or rejection.
- Prepare accepted papers for publication.
- Send papers to publisher for print.
- Publish the papers in the Conference book and on-line.
- Follow-up corrections/publications/full papers after the conference.

Manage the Speakers and Presenters

- Research and select the key speakers and the other speakers.
- Collect speaker biographies for their introduction.
- Sign and collect contracts with all speakers.
- Arrange for speaker compensation (if any).
- Arrange for speaker support (one point of contact to have their needs met).
- Arrange for speaker audio/visual and other requirements.
- Arrange for key speaker accommodation and transportation and confirm arrival times.
- Create and send out a conference information package to all speakers containing:
 - CPC point of contact.
 - Review of conference goals.
 - Audience demographics.
 - Presentation handout procedures.
 - Hotel and transportation information.
 - Finalised agenda.
 - Compensation information.

D. Responsibilities of the Coordination Committee (Co-Com)

The ILS will establish a Coordination Committee (Co-Com) comprising a maximum of three people from the Host and three people from the ILS. The Co-Com is chaired by the ILS. The Co-Com will meet at least twice per year. Meetings may take place by electronic means where required.

The Co-Com mandate is to:

- Monitor the progress of the Host Organisation and provide guidance to the Host Organisation, with respect to the planning, organisation, staging and financing of the WCDP, and exercise any additional authority conferred upon it by the ILS Board of Directors.
- Provide update reports to the ILS Drowning Prevention Commission and to the ILS Business Commission on the status of preparation, particularly about progress, challenges and risks.

In the case of any matter which the Co-Com determines that it is unable to resolve, or in respect of which any party refuses to act in accordance with its decision, it shall forthwith report such matter and the full circumstances thereof to the ILS Board of Directors, which shall make the final decision.

9. Conference Logo

The criteria for the Conference Logo are included in the [ILS Logo Usage Policy](#). The logo is created by the Host and must be approved by the ILS.

10. Exhibition/Trade Display

The Exhibition or trade display may include dry or in-water or both exhibition components. The exhibition shall be sited at, adjacent to, or in close proximity to the Conference venue and have exhibitors of direct relevance and appropriate for the Conference theme and topics.

The Exhibition/Trade Show should not include any exhibition or exhibitor that may be offensive to the ILS or an ILS Member Federation, including and not limited to the following:

- An offence to race, religion or gender.
- An offence to another ILS Member Organisation.
- No promotion of tobacco, arms and ammunition, alcohol or related products.

Notes

- The presence of exhibitors does not imply endorsement of the product or service by the ILS.
- The ILS has the right to approve/disapprove any exhibitor.
- The Conference Hosts is to provide an Exhibitors list for approval prior to confirming any exhibitor.

11. Finances

The following Bid and Conference Host fees shall be payable for the World Conference on Drowning Prevention 2021. Failure to pay the fees by the due dates will result in disqualification of the bid.

A. Fees to the ILS

- a. A Bid Fee which is to be paid by the closing date of the Bid (15 July 2018).
 - Conference Organising Group/Agency and Category A or B Full Member of the ILS: € 1,000.
 - Category C Full Member of the ILS: € 500.
- b. A Conference Host Fee which is to be paid on signing of the Host Agreement.
 - Conference Organising Group/Agency and Category A or B Full Member of the ILS: € 6,250.
 - Category C Full Member of the ILS: € 3,125.
- c. A Services Fee which is twenty five (25) % of the registration fee received per individual delegate, and is used to cover the costs of the ILS providing the services outlined in Section 8.A. The Host will pay 80% of the Services Fee to the ILS at least 30 days before the start of the Conference, and the remaining 20% balance within 30 days after the conclusion of the Conference.
- d. The recommended maximum Registration Fee per individual is 450 Euro (though see 8.A.15 regarding variation).
- e. A Commercial Partner Fee: If a Commercial Partner is introduced by the ILS, twenty (20) % of the gross cash amount will be paid to the ILS within 30 days of payment of the fee by the Commercial Partner.

ATTACHMENT A - World Conference on Drowning Prevention 2021 – Key Milestones

The following key milestones will be negotiated with the successful bid following which they will be part of the Host Agreement.

Milestone Dates	Activity	Responsibility
Within 2 months of awarding of bid	Host Contract Signed	ILS and Host
Within 2 months of awarding of bid	Confirm conference dates	Host and ILS
Within 3 months of awarding of bid	Preliminary promotion of conference on the ILS web site	ILS and Host
Within 3 months of awarding of bid	Confirm ILS Meeting dates	ILS
Prior Conference	Attend the prior conference to promote the Conference, the venue, accommodation options and other information	Host
-20 months	Local Organising Committee formed (if any)	Host and ILS
	Secure conference venue	Host
	Finalise conference logo and have it approved by the ILS	Host and ILS
-18 months	Draft Operations Plan submitted to the ILS	Host
	Potential Commercial Partners and Exhibitors list developed and submitted to the ILS	Host and ILS
	Web Site Live	Host and ILS
	<ul style="list-style-type: none"> Promotional Flyer developed and released via web sites Accommodation Options published 	Host and ILS
	Formation of Conference Programme Committee (CPC)	ILS and Host
-16 months	First call for Abstracts	ILS and Host
	Call for interest in hosting Pre-Conference courses & workshops	ILS and Host
	Operations Plan approved & implemented	Host and ILS
	Exhibition promotion finalised and released	Host
	Commercial Partners promotion finalised and released	Host
-15 months	<ul style="list-style-type: none"> Second call for Abstracts Registration open 	Host
	Major Commercial Partners confirmed and announced	Host and ILS
-12 months	Third and final call for Abstracts	ILS
-10 months	Abstracts closing date	ILS
	Partners programme released	Host
	Key Note Speakers Confirmed	ILS
	Confirm conference venue set up	Host and ILS
	Minor Commercial Partners confirmed	Host
-9 months	Meetings finalised (dates, venues, timing, rooms, numbers etc.)	ILS
-8 months	Merchandise released	Host
	Early Bird closes	
	Major promotion – 1 st release; e.g. media launch	Host and ILS
-6 months	Major promotion – 2 nd release	Host
	Speakers Papers due	Host and ILS
-3 months	Prepare abstract book and proceedings	Host
-2 months	Finalise transportation	Host
	Normal registration closes	
	Venue layout confirmed	Host
-1 month	Confirm all registrations, speakers and volunteers	Host
	Payment of 80 % of the amount due to the ILS related to the registration fee	
-15 days	Late registration closes	
-5 days	Very late registration closes	
	CONFERENCE	Host and ILS
+1 month	Provide to the ILS all Conference presentations and Papers for promotion via the ILS web site and for storage	Host
	Payment of the balance of the amount due to the ILS related to the registration fee	Host
+2 months	Provide to the ILS the Conference Report inclusive of a signed financial statement	Host
+4 months	Submit all relevant files to ILS for archiving	Host