

Convention Activities and Task Assignments

1. **The Planning: Sessions/Keynote Speakers/Presenters/Workshop Facilitators Search and Organizing Team: (Lyungai Mbilinyi, NC Team, Joel Mburu, Lemmy Meekisho, Fredrick Mjema, Charles Musiba)**
 - Develop Convention Planning Charter
 - Solicit volunteer for the planning team and assign roles of individual members
 - Confirm the planning activities
 - Draw up an activity schedule to include all tasks to be undertaken by whom, and provide timelines
 - Arrange regular meetings with the planning team and track progress
 - Oversee and coordinate sponsorship invitation, confirmation, payment, and travel
 - Invitation of keynote speaker
 - Identify conference Chairman
 - Determination of topics
 - Invitation of speakers and presenters
 - Confirm speakers/presenters together with objectives for conference
 - Request speaker/presenter bio, summary of speech and AV requirements
 - Co-ordinate contents of speakers presentations
 - Check all speakers have registered
 - Arrange travel, catering and accommodation for speakers
 - Appoint facilitators to chair sessions
 - Produce speaker material for delegate packs
 - Rehearsals and Chairman's briefings
 - Develop the conference theme and program
 - Clarify the aims and objectives of the conference
 - Set objectives so speakers know what the conference is aiming to achieve and delegate expectations are met
 - Prepare content and timings for conference program

2. **Accounting/Budget Team: (Emma Kasiga, Jane temu, NC Members)**
 - Prepare the conference budget.
 - Set appropriate sponsorship categories
 - Identify sponsors and solicit sponsorship
 - Payment of suppliers.
 - Preparation of final set of accounts.

3. **Local Marketing, Guest Facilitation Team/ Meet and Greet/Transportation and Public Relations Team: (NC Member, Kurwa Nyigu, Oliva Kavishe, NC Members)**
 - Sponsorship: Draw up sponsors proposal to identify the ways in which they will benefit from supporting the event

- Promotion of the Conference: Identify ways of promoting the conference via various channels; websites, mailing lists, telephone calls, visits
 - Confirm accommodation or provisional hold of hotel allocations
 - Confirm that the facility can provide all the necessary meeting rooms and equipment to accommodate the conference program
 - Provide meet and greet service at the airport
 - Produce file of useful tourist and travel information for delegates
 - Arrange courtesy transport to and from airport
 - Arrange courtesy transport to and from the conference venue/hotels
4. **Social Program/ Entertainment Team: (NC Member, Jane Temu, Crispin Semakula)**
- Prepare suitable program of social activities for delegates and partners to include drinks receptions,
 - Confirm sponsored conference dinners, and post conference program
 - Confirm all arrangements snacks, drinks and entertainment to the conference venue
5. **Audio Visual, Production and Staging/IT/ Provision of all Necessary Equipment Team: (NC Team, Oliva Kavishe, Emma Kasiga)**
- Decide on what equipment is required for the production and staging of the conference.
 - Book audio-visual requirements and arrange as necessary:
 - Set, screen, staging, lectern
 - Projection equipment
 - Audio
 - Lighting
 - Any other visual aids such as Video recording, Still pictures etc
 - Once AV requirements have been identified draw up an AV production schedule; Other equipment as request by other teams
 - Computers and printers with Internet access
 - Posters and exhibition boards.
 - Photocopiers
 - Faxes
 - Conference phone lines
 - Registration desks
6. **Delegate Registration/Information/Requirement and Management on Site Team: (Joel Mburu, Jessica Che-Mponda, Lyungai Mbilinyi,)**
- Set up online registration
 - Set up dedicated phone lines and e-mail addresses
 - Send out registration details and handle delegate inquires
 - Register delegate details onto database

- Send out confirmation of registration together with conference instructions, location maps and directions to the Convention Hotel facility and hotel, and any other relevant information
- Production of name badges
- Production of delegate attendee lists
- Update database with no shows and substitute delegate details in order to produce final attendees' report.
- Produce all necessary information for the conference website
- Produce invitation/brochure, registration forms and accompanying letter of invitation.
- Information for delegates such as maps, travel information, tourist information, shopping and restaurant guides.
- Produce delegate information packs.
- Conference proceedings.
- Delegate attendee list with contact details
- Liaison with all venues regarding arrangements to be made for delegates, conference facilities, accommodation, catering, luggage, check-in, information desks, security, first aid and parking etc.
- Assist with travel arrangements.
- Corporate gifts/give-aways for delegates.
- Final arrangement checks with venue
- Set up conference office
- Set up sponsors and exhibitors
- Set up registration and private check-in facilities
- Provide adequate signage (where permitted by the venue)
- Arrangements for telephone lines, faxes and Internet access
- Provision of photocopiers and other necessary equipment
- Provision for luggage storage, cloakroom, first aid facilities on site
- Arrange rooms for audio-visual set up and speaker rehearsals
- Briefing of chairman and speakers. Collect presentations
- Conference reporting, hearing loops and other delegate aids
- Handling question and answer sessions from the audience
- Briefing of staff and volunteers
- Provision of general information files on conference desk
- Handling of delegate queries and messages throughout the event
- Provision of secretarial and administrative assistance
- Hand out feedback forms.
- Produce signup sheets

7. **Written documentation of conference sessions/presentations/rapporteur Team (Lunda Asmani, Lyungai Mbilinyi, Nisa Kibona, Kutina Ruhumbika)**

- Work with Conference Program Team to recruit rapporteurs
- Train, and coordinate rapporteurs
- Develop plan for written documentation of sessions
- Document all conference sessions and formal presentations

- Merge and revise all themes and detailed notes
- Coordinate with EC, Board, and Embassy for final drafts to be released to the public

*** Team Leader(s)**