**– ICS CONFERENCE MANAGEMENT SERVICES –**

**PART “A ”**

**CONGRESS COMMITTEE MANAGEMENT & CONSULTATION**

**ICS offers in-depth committee support and management throughout the planning of your event.**

**ICS will:**

* Act as the WCCA Conference Secretariat / Office
* Attend (in person or via conference call) regular planning meetings of the WCCA Organizing Team as requested.
* Establish committee duties, conference budget, timelines and set up a critical path and timeline schedule.
* Oversee database creation and maintenance, as well as databases received from the WCCA including additional mailing lists, sponsor and exhibitor lists, etc.
* Provide opinions and expertise from a conference manager’s point of view regarding all components of the conference.
* Handle agenda preparation for all committee meetings.
* Manage all negotiations for the best prices with suppliers (airlines, car rental companies, hotels, AV and other suppliers as needed) on-site.
* Coordinate the writing and mailing of thank-you letters to all sponsors, exhibitors, faculty, poster presenters, suppliers and staff, on behalf of ICS and the WCCA.
* Submit interim reports to the WCCA Organizing Team quarterly and a final report at conclusion of each WCCA, or as requested by WCCA.
* Coordinating a delegate evaluation of the WCCA at the completion of the event on behalf of the Congress Committee

**PART “B ”**

**FINANCIAL AND BUDGET SERVICES**

**ICS will act as a consultant in the overall planning of the WCCA budget and will maintain financial control always with the approval of the Conference Chair or appointed Financial Representative of WCCA.**

**ICS will:**

* Arrange for and maintain WCCA Conference bank account.
* Provide computerized, monthly bookkeeping.
* Provide monthly profit and loss statement and provide to WCCA no later than 30 days following the monthly report date.
* Prepare and manage conference budget including account expenses.
* Process receivables.
* Control expenditures and income.
* Negotiate the best prices with suppliers.
* Review invoices and pay suppliers from WCCA Conference bank account.
* Trace outstanding payments.
* Reconcile monthly bank statements.
* Make monthly Chase Paymentech credit card payments from the WCCA Conference bank account.
* Provide financial, post-conference statement, in hard copy and electronic format, including a full reconciliation of all funds advanced, spent and owing.
* Prepare an overall budget to provide a realistic cost-breakdown and revenue projection for the WCCA.

**PART “C ”**

**CONGRESS PUBLICATIONS**

**ICS will manage all printed materials of an informative or promotional nature related to the WCCA, subject to the WCCA Organizing Team’s approval.**

**ICS will:**

* Establish a budget.
* Research Printing Companies.
* Negotiate the best possible price with printing suppliers.
* Work with the WCCA Organizing Team to review all typesetting, allow time for proofing, and to approve the following:

1. Graphic design and logo
2. All announcements, preliminary programs, and Final Program
3. Signage
4. Invitation and place cards
5. Delegate handouts

* Develop all announcements and preliminary programs (in hard copy or in electronic format) to solicit attendance.
* Oversee the publication of the Final Program Booklet, which will include the following titles and related text:
  + - 1. Program Overview
      2. WCCA Committee Members
      3. Final Detailed Program
      * Invited Lectures
      * Free Papers
      * Symposia
      * Consensus Conferences
      * Posters
      * Satellite Symposia
      * Session Moderators
      1. Social Program
      2. Future Meeting Dates and Sites
* Develop a prospectus to solicit sponsors and exhibitors.

**PART “D ”**

**PRE AND ON-SITE REGISTRATION (***I have left this section incase you see something that could be added to our deliverables)*

**ICS offers secure online registration as well as hard copy for those without access to computers. ICS efficiently handles all organization of pre and on-site registration, therefore eliminating the large demand of time on the WCCA Organizing Team.**

**ICS will:**

* Determine with WCCA Organizing Team the fees for pre and on-site registration, including Early Bird, Regular, Late, and On-Site rates.
* Determine functions and costs to be included in the registration fee.
* Design registration forms for hard copy and for the Congress web site.
* Set up a Congress bank account for registration fees.
* Manage online registration as well as receive and process delegates' registrations via mail or fax.
* Report the status of pre-registration bi-monthly to the WCCA Organizing Team.
* Reconfirm registration by e-mail, fax, or mail to each registrant.
* Deposit or forward fees received to the WCCA bank account.
* Select, obtain and assemble all materials for registration kits.
* Print name badges as well as tickets for sessions, social events and tours.
* Arrange for all on-site registration equipment and supplies.
* Arrange for an on-site conference secretariat office.
* Arrange for congress bags, give-aways, t-shirts, and binders.
* Set up an on-site registration desk and provide professional staff for registration (multi-lingual, if required).
* Prepare a list of all pre-registered delegates for distribution at the registration site.
* Organize and set up a message centre for delegates.
* Report on post hotel registrations (exact number of hotel room nights) to the WCCA Organizing Team.
* Supply final financial registration and post-Congress reports.

**PART “E ”**

**MEETING SPACE MANAGEMENT**

**ICS will book, reconfirm and coordinate all conference facilities in accordance to the WCCA meeting requirements and will liaise with the WCCA Organizing Team when needed.**

**ICS will:**

* Research all potential off-site event sites, if required, and submit a short list to the WCCA Organizing Team for review.
* Meet with site representative (including any off-site locations), to negotiate, review and confirm bookings and fees, inspect designated rooms and confirm contractual obligations of facilities.
* Coordinate with sub‑contractors and the WCCA Organizing Team to plan and negotiate site enhancements such as décor, etc.
* Arrange for videotaping of the Congress for subsequent on-line content
* Negotiate contracts for AV equipment, overflow facilities, services for the hearing impaired, and exhibit space.
* Assist with an Internet Café set-up, when required.
* Negotiate the cost of food and beverages with the facilities. Provide menus for selection to the WCCA Organizing Team and finalize food costs.
* Negotiate guarantees and confirmation times with Food & Beverage Manager.
* Make arrangements with venues for a VIP salon. Arrange for suitable furnishings, coatroom facilities and appropriate services, refreshments, and staffing throughout the event.
* Make arrangements with facilities for all event space including registration area, meeting rooms, exhibitor space, space for special events, and storage/office space.
* Receive confirmation of all meeting facility negotiations in writing together with final plan.
* Present final plan and costing to the WCCA Organizing Team for approval. Review cancellation policies, deposit requirements, and cut‑off dates. Action any discrepancies, additions or omissions.

**Part “E” Continued…**

* On final approval of WCCA Organizing Team, sign contracts for all event functions.
* Arrange for a signage plan and execution.
* Arrange with meeting facility (and subcontractor) to coordinate all technical requirements i.e., audio, visual, podium, lighting, PA system, etc. as required.
* Maintain close contact with Organizing Team regarding security, hospitality requirements and protocol.
* Prepare seating plan/protocol for VIP's as per direction of the WCCA Organizing Team.
* Pre‑inspection of conference room set ups prior to meetings.
* Check arrival of staff and supervise unfolding events.
* Provide appropriate staff on-site to manage venue each day of the conference, as well as recruit and train volunteers to support staff throughout the venue.
* Arrange and ensure controlled entry of guests to the event.
* Arrange billing at the completion of the Congress with facilities and suppliers.
* Review, verify and pay all invoices from the WCCA account.
* Provide progress reports to the WCCA Organizing Team at regular established intervals.
* Attend a post-evaluation meeting, provide a post conference summary to the WCCA Organizing Team and store copies in the WCCA archived files.

**PART “F ”**

**AUDIO VISUAL MANAGEMENT**

**High quality equipment is essential to the success of any conference. Every delegate should have an uninterrupted view of the speaker or the presentation. ICS will liaise with all AV suppliers to ensure proper execution throughout the meeting.**

**ICS will:**

* Obtain the best price for high quality equipment.
* Manage all arrangements for the rental of required equipment.
* Arrange for special equipment, as required (i.e. spotlights, roving microphones, multi-screens, multi-projectors).
* Organize video coverage of the conference.
* Organize audio recording of the conference, if required.
* Arrange for a professional photographer, if required.
* Arrange and hire media personnel, if required.
* Set up the pressroom.
* Schedule interviews of guest speakers with the media.
* Provide staff to oversee all the communication requirements for the duration of the conference.
* Provide a post-conference summary.

**PART “G ”**

**MARKETING**

**ICS will ensure that the marketing objectives for each WCCA are met.**

**ICS will:**

* Assist in identifying target markets and market segments with the support of the WCCA Executive and Organizing Teams.
* Develop market profiles by region and by segment.
* Identify priority market segments by region.
* Create awareness of WCCA in the identified target markets.
* Create a view of the Conference in the target markets as a dynamic, important and serious, issues-driven, major international conference, which must be included in the calendars of potential delegates.
* Collaborate with the WCCA to establish graphical standards and "look" for all conference materials, including advertising.
* Provide mechanisms to encourage registration.
* Provide mechanisms to answer specific questions on the Conference Program
* Establish an approvals process for materials proofs.
* Establish procedures for continual updating and development of the target market database.
* Develop and implement a 3 part plan focusing on priority markets:
  + Part 1 - Develop and Implement Networking Campaign.
  + Part 2 - Develop and Implement Internet E-mail Campaign.
  + Part 3 - Develop and Implement Information Campaign;
* Ensure sufficient Conference programs and all other necessary materials are available at the Conference site for all participants.
* Ensure materials are delivered on time to appropriate on-site locations.

**PART “H ”**

**ON-SITE SOCIAL FUNCTIONS**

**ICS will manage all major events associated with the 9th International Conference on Magnesium Alloys and their Applications****(Welcome Reception, Opening Ceremony, Closing Banquet, Tours, etc.).**

**ICS will:**

* Deliver two to three quotations with suggested themes, entertainment, decor, to the WCCA Organizing Team in order to tailor the events specifically to concepts suggested by the WCCA Organizing Team. (*optional if no theme is in place*)
* Suggest potential venues, and negotiate and contract for space once approved by the WCCA Organizing Team.
* Meet with Food and Beverage representatives and catering sub-contractors to negotiate cost of food and beverage for all Social Functions.
* Provide menus for selection to the WCCA Organizing Team and finalize catering costs for all catering requirements.
* Negotiate with suppliers for best arrangement and cost for beverages.
* Receive confirmation of all negotiations in writing together with final function plan, room confirmation and costing.
* Provide on-site plan.
* Complete a final scenario plan and submit it to the WCCA Organizing Team with costing. Make any necessary changes or additions.
* Upon approval of the final plan, have contracts prepared for approval and signing.
* Prepare seating plan as per direction of the WCCA Organizing Team.
* Negotiate and approve arrangements for artists and/or musicians as approved by the WCCA Organizing Team and have contracts drawn up. Contracts are to include all costs (travel and transportation, accommodation, staging, lighting, electrical and security, if required).
* Present final contracts to the WCCA Organizing Team before signing.
* Ensure smooth staging of the entertainment with special attention to protocol and timing.
* Arrange with the facility and technical sub-contractor to coordinate all technical requirements (AV, podium, lighting, PA system, etc.).
* Inspect and ensure coatroom facilities and services for guests are available as needed.
* Ensure smooth handling of event and deal effectively with requirements of protocol and security.
* Closely control entry of guests to events as instructed by the WCCA Organizing Team.

**PART “I ”**

**TRAVEL** **& TRANSPORTATION ARRANGEMENTS**

**ICS will liaise with the Airlines to manage travel and transportation and will provide the following services:**

* If required, negotiate with an airline to act as the official air carrier for the conference (airline shall be approved by the WCCA Organizing Team). Before any sponsorship or supply agreements are pursued, ICS must confirm with WCCA that these arrangements would not be in conflict with any existing or potential WCCA partnerships.
* If required, negotiate with the “Official” airline to provide discounted airfares for WCCA.
* If required, negotiate and coordinate all complimentary air tickets on behalf of WCCA (depending on the volume booked).
* Arrange for travel for VIP’s and speakers.
* Negotiate with a car rental company to act as the official rental company for the congress.
* Negotiate an overland carrier (if applicable), bus lines, Via Rail, cruise/ferry lines.
* Arrange for delegate transportation, including accessible transportation, between hotels and venues, and to and from the airport, as necessary.
* Arrange all limousine service for VIP's.
* Provide a post-conference transportation summary report.

**PART “J ”**

**OPTIONAL SOCIAL PROGRAMS / PRE & POST CONFERENCE TOURS** (*I have left this section should you see something that could be added to our deliverables)*

**ICS will make all arrangements for Optional Social Events, Tours and Pre & Post Conference Tours at no cost to the WCCA. All social programs and tours will be charged a fee on a per person basis, of which the ICS management fee will be included.**

**ICS will:**

* Select appropriate programs/events, tours and pre & post conference tour programs.
* Negotiate with suppliers for best arrangement and cost for tour and entrance fees, as well as for food and beverage.
* Negotiate with suppliers for guarantees and confirmation time.
* Receive confirmation of all negotiations in writing together with final program plans, site confirmations and cost.
* Review all transportation requirements for the programs and ensure bookings are made and buses confirmed.
* Review and assess staff requirements.
* Prepare program layout.
* Design layout of tour brochure for distribution to conference participants.
* Design tour registration form. This form will include all reservation and deposit requirements as well as cancellation policies.
* Handle deposit payments.
* Prepare staff schedules specifically for these programs outlining hours and costs.
* Ensure smooth staging of the programs with special attention to timing.
* Liaise closely with suppliers to ensure smooth handling of programs.
* Arrange billing with suppliers and receive, verify and pay all invoices.
* Provide complete accounting of receipts, registrations and ticket distributions.

**PART “K ”**

**ON-LINE ABSTRACT MANAGEMENT** *(I have left this section in should you see something that could be added to our deliverables)*

**ICS uses an On-line Abstract Management System that offers an efficient and reliable method of gathering, managing, and reproducing submitted abstracts. The system is global in scope and supports users from anywhere in the world. The system is able to offer commonly used mathematical symbols and Greek characters to support mathematical, engineering and scientific researchers. A complete guide to the ICS system of On-line Abstract Management is available upon request.**

**If Abstract Management required, ICS will:**

* Develop guidelines for submissions.
* Develop a “Call for Abstracts” brochure, form and web page.
* Process all incoming abstract submissions in a timely manner.
* Maintain a reliable computer server system to house and backup all submissions.
* Coordinate distribution of abstracts to reviewers.
* Communicate with all authors who have submitted and confirm the status of their abstract as oral or poster presenter and whether their abstract will be published.
* Maintain a database of authors, co-authors, titles, etc.
* Produce the design, layout, and content of an Abstract book / CD-ROM, and facilitate printing of the abstract booklet.
* Coordinate oral and poster presenters’ on-site requirements.
* Compile statistics for final reporting.

**PART “L ”**

**POSTER MANAGEMENT**

**ICS will assist the WCCA Organizing Team in coordinating the poster exhibits. This also includes ICS management of E-Posters. Submission software and review site configuration for E-Posters will be shown as a separate fee to be included in the overall WCCA budget.**

**ICS will:**

* Confirm poster exhibit with author.
* Arrange for delivery of posters.
* Arrange for space for poster exhibits.
* Arrange for all materials necessary.
* Mount and display posters.

**PART “M ”**

**EXHIBIT SHOW MANAGEMENT**

**ICS will communicate and liaise with the WCCA Organizing Team with regards to the Exhibit Show in accordance with the budget allocation.**

**ICS will:**

* Establish budget.
* Determine exhibit fees in accordance with the size and time duration as well as previous pricing from other expositions of similar scope, size, and topic.
* Research and negotiate best possible price for the exhibit area.
* Manage exhibit area and solicit exhibitors for all three exhibit areas: Accessibility, SCI Research, and Street of the Possible.
* Set up a exhibit bank account & receive payables and deposit into the exhibit bank account.
* Co-ordinate and distribute information packages to all exhibitors, outlining specifics for the set-up and dismantling of their areas.
* Make arrangements with customs brokers for any international exhibitors.
* Advise exhibitors on customs regulations and all other important information.
* Make contracts and collect funds.
* Correspond with exhibitors as necessary.
* Arrange security officers for the exhibit location (if required).
* Research, negotiate price and contract an Exhibition Display Company to ensure maximum use of space, lighting and rental of equipment for the exhibit area.
* Research and set-up contract supplier for Internet Café, if needed.
* Co-ordinate physical set-up and dismantling of the exhibit area.
* Ensure all venue and WCCA rules & regulations are followed.
* Supply professional staff to oversee the exhibitors and exhibit area to ensure a smooth running operation.
* Provide post-conference summary highlighting profitability.

**PART “N ”**

**EXHIBIT SHOW SALES**

**ICS will coordinate with the WCCA Organizing Team to successfully reach exhibit sale goals. ICS has extensive experience and great success in selling exhibit space.**

**ICS will:**

* Establish the budget, deadlines, and key milestones for sales.
* Prepare an exhibitors invitation package.
* Determine exhibit fees in accordance with the size and duration of the trade show.
* Research from ICS’ existing database.
* Identify potential new exhibitors and compile a database.
* Solicit potential exhibitors.
* Send out invitations.
* Follow-up on interested parties.
* Invoice exhibitors for payment.
* Receive payables and deposit into exhibit bank account.
* Prepare exhibitor information package.
* Prepare exhibitor manual.
* Inform exhibitors of available space and allocation.
* Distribute an exhibitor evaluation form immediately after the close of the exhibit hall, compile the results, and submit to the WCCA Organizing Team.

**PART “O ”**

**HOUSING / ACCOMMODATION** *(I have left this section in should you see something that could be added to our deliverables)*

**ICS will provide the following services:**

* Hotel bookings to accommodate delegates as well as guest and trade show participants.
* Negotiate the best possible price with all the hotels, which will include a commission to be paid to ICS. ICS will sign all contracts for hotel room bookings.
* Create the Housing Registration Form.
* Provide on-line housing registration for delegates as well as group bookings for various sponsors.
* Provide professional staff and ICS phone and fax lines for the operation of the Housing Bureau Service. Hours of operation would be 8:00 pm to 5:00 pm Pacific Standard Time, Monday through Friday;
* Receive all completed Housing Registration forms from delegates, by mail, fax and through web site, which will be recorded in our computer system and forwarded to hotels.
* Provide a computerized convention housing room block management system that can simultaneously manage up to 30 separate accommodation properties. The system will also be able to manage room block inventories based on specific categories (VIP’s, exhibitors, smoking, non-smoking, king, twin, handicap accessible, etc.) according to the requests of the WCCA Organizing Team.
* Use to in-house computer management system to allow delegates to make hotel reservations and changes to housing requests up to thirty days prior to the date of the meeting. However ICS will continue to assist any delegates, where possible, in finding accommodation after this time.
* Accept and process Visa, MC, AMEX credit card transactions, cheques and/or money orders for purposes of room guarantees or deposits and forward to hotels.
* Provide written confirmation of hotel bookings to delegates within 24 working hours by mail, fax or email depending on the delegate’s preferred means of communication.
* Arrange for a monthly hotel room pick-up report by hotel.
* Provide monthly housing reports by delegate.
* Provide up-to-date room block inventory reports with details on availability.
* Provide delegate rooming lists by hotel, by delegate, or as requested.
* Communicate on a regular basis with the local Conference Bureau and hotels for release of room inventory, if necessary.
* Answer general destination and hotel property questions.

**PART “P”**

**SPONSORSHIP SALES AND MANAGMENT**

**ICS has an extensive database of relevant corporations to use as a starting point for sponsorship sales. To support our efforts to build our list of prospective sponsors, the WCCA should supply guidelines and principles around sponsorship which clearly outline roles and responsibilities of WCCA and ICS in consideration of the activity of the WCCA. Where WCCA has contacts, it will introduce ICS through an introduction letter or a telephone call.**

**In full coordination and consultation with WCCA, ICS will:**

* Conduct extensive market research to identify potential sponsors.
* Develop a potential sponsorship database.
* Identify sponsorship opportunities within the event (overall event sponsor(s), Opening Ceremony and Reception sponsor(s), attendee bag sponsor(s), etc).
* Develop strategic sponsorship packages outlining the benefits of sponsorship and the associated costs of each sponsorship opportunity.
* Identify potential sponsors in consultation with the WCCA Organizing Committee and add them to the sponsorship database.
* Develop a letter of offer and distribute to potential sponsors.
* Contact all companies listed in the database.
* Communicate sponsorship opportunities to all potential sponsors.
* Negotiate and secure partnerships on behalf of the WCCA Organizing Committee.
* Develop and manage sponsorship contracts.
* Follow up with potential sponsors by telephone, fax, e-mail and mail.
* Close the sale.
* Take full control of sponsorship financials, including invoicing and payment collection
* Collect all sponsor company registrations, logos and descriptions.
* Oversee the development of the onsite program, signage plan and event website to ensure sponsors are represented correctly.
* Communicate all sponsorship rewards to the Organizing Team on an

ongoing basis.

* Liaison between ICS and the sponsors for satellite symposia requirements, invitations and marketing materials for receptions, gala dinners, menus, breakfasts, social events, etc.

**Part “P” Continued…**

* Organize satellite symposia on behalf of sponsors, as needed.
* Collect all sponsorship Ads for onsite program.
* Service sponsors on a daily basis with timely responses to emails and phone calls.
* Compose and forward a thank you letter for each sponsor.
* Arrange distribution of all sponsorship materials.
* Organize delivery of sponsorship items on site.
* Ensure in-kind services are arranged according to sponsor requirements, when required.
* Collect sponsorship feedback.
* Provide a post event sponsorship report.

**PART “Q”**

**OPTIONAL TOURS / ADMINISTRATION** *(I have left this section in should you see something that could be added to our deliverables)*

**We will take care of all the details and arrangements. All tour programs will be sold to the delegates on an optional basis and will include the cost for ICS coordination.**

**ICS will**:

* Develop database for all Tour Registration information with the ability to provide participant tracking.
* Select appropriate pre and post conference tour programs and local sightseeing programs.
* Prepare copy for the tour program brochure and registration form. Tour Brochure information will include all reservation and deposit requirements as well as cancellation policies.
* Design and print all tickets as well as prepare and organize tour packets for pre-registered tour participants and distribution at the Tour Registration Desk.
* Set up financial management systems and bank accounts for tour registration fees as well as receive, process and deposit delegates' cheques, credit card entries and tour registration forms.
* Receive, track and follow-up all incoming telephone calls regarding tour programs.
* Provide confirmation of tour registrations to all pre-registered delegates either by mail or fax.
* Account for tour registrations and ticket distributions.
* Negotiate with suppliers for best cost for tour, entrance fees, as well as food and beverages.
* Receive confirmation of all negotiations and guarantees in writing together with final program plans, site confirmations and cost.
* Review all transportation requirements for the programs and ensure bookings are made and buses confirmed.
* Review and assess staff requirements and prepare staff schedules.
* Provide professional, experienced tour guides as well as train and brief all staff and guides.

**Part “Q” Continued…**

* Provide professional, well-trained, multi-lingual staff for the on-site Tour Registration Desk. The amount of staff and the hours of registration would be at our discretion depending on the amount of pre-registered tour delegates.
* Provide registration training for all on-site staff and volunteers.
* Schedule and supervise all on-site staff including volunteers assigned to registration.
* Set up a cash handling system on-site.
* Receive and process delegates' cheques, credit card entries and tour registration forms as well as deposit fees on a daily basis or arrange for safe storage until fees can be deposited into the bank accounts.
* Distribute tour ticket packets at the on-site Tour Registration Desk as well as provide receipts to all delegates summarizing the financial transaction.
* Supervise and manage on-site Tour Registration Desk.
* Provide local information during regarding special events, rental cars, etc.
* Follow protocol according to local, civic, state, or federal requirements for dignitaries, as well as for eminent people from overseas.

**PART “R”**

**SPEAKER MANAGEMENT** *(I have left this section in should you see something that could be added to our deliverables)*

**ICS will assist the WCCA Organizing Team in coordinating all speaker arrangements. The WCCA Organizing Team will initially allocate the time and date for the presenters and speakers as well as set-out expenses if not already pre-set. Speaker presentations will be preloaded on a main computer in the Speaker Presentation Room and then sent via the network to each meeting room in order to ensure a seamless presentation process.**

**ICS will:**

* Create first draft for the Program together with the WCCA Organizing Team, check for time conflicts, and research contact details for speakers.
* Create a Speaker Management Grid with detailed information regarding speakers, session dates & times, presentation titles & times, speaker entitlements, membership info, and all other pertinent information.
* Check if speakers have more than 1 or 2 engagements so they do not conflict.
* Send out first invitation email to speakers including the session date, time, presentation title, entitlements, and speaker role.
* Send out reminders and follow up by email, fax, and phone.
* Keep track of declines, change requests, work with committee on replacements, and send out new invitations.
* Once the Program is finalized send out Confirmation Letters including important information:
* Session details
* Role in the Session
* Presentation details
* Link to register
* Link to book accommodation
* Travel information
* Disclosure Information including Biography and CV
* Speaker entitlements
* Extended Abstract information
* PowerPoint information
* Collect requested materials, check what materials have been received, send out reminders, and follow up.
* Check if speakers are registered for the meeting, confirm accommodation arrangements closer to the conference dates.
* Manage contracts for all paid speakers, if required.
* Make travel arrangements for speakers, if required.
* Make sure that speakers receive all their entitlements, confirm and/or provide information to accounting and the registration/housing department.
* Send Summary of speaking engagements to all speakers 2 – 3 weeks prior to the conference including accommodation and social event information.
* Send Session Chairs presentations and speaker biographies prior to the conference.
* Organize and distribute Speaker Gifts, if requested by the WCCA Organizing Team.
* Prepare Speaker Tent Cards and Session Overview per session for on-site.
* Create and send Thank you letters after the conference.
* Respond to all speaker requests and questions within 24 hours.

**PART “S”**

**Foreign Translation Services:**

* Source - through RFP and Initiate competitive bidding process
* Select - through cost comparison of shortlisted companies and fair negotiation process
* Manage – Arrange payment details, act a liaison between supplier and WCCA, oversee onsite management and final reconciliation