

ROAD MAP & GUIDELINES FOR ORGANISING THE ANNUAL UWE EVENT

Start: approximately 1 year and 6 months in advance

Have a committee of 5 - 6 people;

Inform the UWE President or Secretary-General about your offer.

Report to the responsible member of the Executive and have frequent contact with her.

PREPARATION

1. Select members for the Local Arrangement Committee (5-6) and elect the responsible Convenor for the Committee;
2. Choose an attractive city in your country, which is easy accessible from the different UWE countries;
3. Prepare a budget; decide who is keeping the books;
4. Include in the budget 10 Euro in the registration fee for the UWE; (to be used e.g. as extra funding for participants from countries with a GDP below 15.000 Euros a year, who can not afford the travel- and conference costs themselves);
5. Draft an Excel sheet to monitor the registrations;
6. Define a location (Meeting room capacity 100-120 people) and in the neighbourhood of affordable hotels;
7. Find a location for a typical evening (culture of the country; music, dance etc.);
8. Negotiate contracts with the hotels (price range preferable 70-100 Euros per night.);
9. Registration should start preferably 6 months in advance.
10. Try to get some sponsoring in nature like bags, women's magazines or other gadgets.

PROGRAMME

11. Choose a theme matching with the theme of IFUW;

12. Search a key note speaker for the theme;
13. Search for other speakers;
14. Arrange if possible a reception with the mayor or any other high level person (preferably a woman)
15. Draft a programme
 - Registration day 1 between And ...
 - Welcome cocktail Day 1
 - Conference: day 2
 - Cultural Evening: day 2
 - UW General Assembly: Day 3
 - UWE Dinner Day 3
 - Sightseeing Day: day 4Preferably have the programme started on Thursday, with a theme day on Friday, the General Assembly on Saturday and the optional sightseeing on Sunday.

REGISTRATION

16. Make a Registration Form and include the fees applicable for the different activities

EXECUTION

17. Maintain regular contact with the responsible UWE Board Member;
18. Make a day to day schedule for the event (who is doing what and when);
19. Make sure that coffeebreaks and lunches will not have to take place in the Meeting Room;
20. Arrange a quiet spot or small room outside of the Meeting Room to enable a small group to have a separate meeting;
21. Recruit volunteers for the UWE Travel Shop and any other related activity;
22. Recruit a person who serves the microphone in the meeting room;
23. Ask the speakers which equipment they will need;

24. Ask the speakers to send their draft speech in advance;
25. Make sure that the General Assembly will be recorded (on behalf of the Minutes)
26. Send the registered participants a reminder a few weeks before the event;
27. Be sure that the participants are aware that they are responsible themselves for personal insurance;
28. Communicate an emergency phonenumber on behalf of relatives;
29. Communicate too an emergency phonenumber that can be used during the event;
30. Send the participants information about how to reach the conference hall and about the public transportation options;
31. Prepare Name-tags for the participants;
32. Prepare separate Name-tags for the Board Members on which their office is mentioned;
33. Arrange maps for the Conference papers
34. Monitor that during the event the logistics of the location is clear (signs, boards etc.)
35. Make sure that during a sightseeing tour or any other activity at least one member of the local arrangement committee is present (because of acquaintance with local circumstances, doctors, hospital, language etc.

PUBLICITY

36. Arrange to get media-attention e.g. by sending information to newspapers, by inviting the Media at the lecture of the Keynote speaker, By inviting the Media for an interview etc.
37. Collect touristic information on the area of the conference and send eventually to the participants.

Amsterdam, october 2009.

