

CHECKLIST TO ORGANISE AN EGPRN-MEETING

BEFORE THE MEETING:

1. Make sure that you have enough financial funds
Apply for funding with colleges, universities, departments, institutes, municipality, pharmaceutical companies, banks, car sales persons (Mercedes, Audi, MMW, Volkswagen) etc.
2. Prepare the budget
 - how much money do you need?
 - Make a list of receipts (financial subsidy coming in) and expenditures
 - Find sponsoring for the EGPRN Posterprize €250,=
3. Open a banc account, especially for this meeting.
Use it to receive all financial funds and to pay for expenses
4. Look for local keynotes, but don't invite them before proposing the names to the Executive Board. After Ex.Board agreement, local keynotes can be invited, not before.
 - one on the topic of the meeting
 - one on the local situationP.s. the international keynotes are invited by the EGPRN Executive Board
5. Choose the conference venue
6. Have hotelrooms blocked in various price classes
7. Prepare tickets for the Saturday Social Event.
Size: 40 x 75 mm

THE MEETING:

8. Thursday
 - you need one meetingroom per pre-conference workshop, this room must be fully equipped with beamer, laptop and flapover
 - you need the meeting room for the Executive Board, with coffee/tea/water; 10 persons
 - Lunch for Executive Board

- the meeting room for the Council, fully equipped with laptop and beamer; 40 persons + coffeebreak
- parallel rooms for the EGPRN Working Groups (Educational, Research Strategy and Communication Committee)
- Welcome reception for all participants, preferably sponsored!!
Fingerfood, drinks

9. Friday

- Big meetingroom, 140 participants must sit in U-shape
Fully equipped with beamer, laptop and technical staff!!
- Meeting room for parallel session, 70 participants must sit in U-shape, also fully equipped with beamer, laptop and technical staff.
- Audience microphones
- 30-40 Posterboards must be ready in the posterarea, completed with the presentation number on the board
- Morning Coffee/teabreak for all participants
- Afternoon Coffee/teabreak for all participants
- Lunch for all participants
- Workingroom for Hanny Prick
- Practice Visits to local practices (if further out you need to organize transportation!!)

10. Saturday

- Big meetingroom, 140 participants must sit in U-shape
Fully equipped with beamer, laptop and technical staff!!
- Meeting room for parallel session, 70 participants must sit in U-shape, also fully equipped with beamer, laptop and technical staff.
- Audience microphones
- 30-40 Posterboards must be ready in the posterarea, completed with the presentation number on the board
- Morning Coffee/teabreak for all participants
- Afternoon Coffee/teabreak for all participants
- Lunch for all participants
- Workingroom for Hanny Prick
- Social Event for at least 130 participants, food, drinks, music, speeches. Maximum price €30,=

11. Sunday

- Meeting room for the Executive Board, with coffee/tea/water