

Schedule for NJF Seminar

Seminar no		
Title		
Place		
Time		
Secretary		
Planning group		
Time prior to the seminar	Preparations	Notes
About 7-8 months	1 Prepare the preliminary programme in detail (topics, lecturers, duration, posters etc). Make sure that contents fit the title and meet the needs of the target group.	
	2 Prepare the budget in detail	
	3 Confirm the budget frame with the chairperson of the section	
	4 Make preliminary reservation of the place, accommodation and meals	
	5 Confirm the lecturers/trainers and the allowances. Submit guide lines of material preparation.	
	6 Submit seminar plan to the General Secretariat and the Section chairperson (date, place, programme, lecturers, contact information of the organizers)	
	7 Plan excursions, make reservations (place, transportation, servings)	
	8 Plan social programme, make reservations	
	9 Finalize the budget, determine the registration fees and other charges	
6-7 months	10 Plan the marketing procedures	
	11 Plan marketing, letters and leaflets (pdf/printed)	
	12 Submit materials to NJF website and NJ; Links.	
	13 Send materials to members and other potential customers incl. media	
	14 Contact key persons	
5 months	15 Send the second announcement to NJF website and NJ	
	16 Plan the evaluation procedures	
2 months	17 Confirm the pre-registration to participants. Submit invoice (with terms of payment!), and further info about seminar arrangements to participants. <i>In case the seminar is cancelled, inform the pre-registered, Organizing Committee, Section Board and Secretary General. Cancel hotel reservations.</i>	
	18 Contact media	
	19 Remind the lecturers about the preparation of material	
1½ - 1 months	20 Remind of delayed payments to participants	
	21 Send the finalized programme, preprints, list of participants, driving instructions and other information to participants	
15 days	22 Submit the final schedule and list of participants to the seminar place and hotel	
	23 Prepare name tags, door signs, local instructions of transportation etc.	
	24 Confirm the transportation of materials to the seminar place	
	25 Check facilities, furnishing of the assembly room, technical equipment etc.	
	26 Pick up some interesting information from the preprints and inform the press a few days in advance.	
Within 1 month after	27 Check and approve the invoices, sign and submit to General Secretariat	
	28 Compile summaries of the seminar sessions and add to the preprints for proceedings	
	28 Submit the proceedings as pdf-files to NJF web site	
	29 Confirm that all invoices and allowances requests are at the General Secretariat	
	30 Report the seminar, the result, the lessons, number of participants, economics to the Secretary General, the Planning Committee and the Section members	
31 The seminar account will be closed		
Facilities needed		
	Over-head projector (check the bulbs)	Video player, TV
	Transparencies	Pens and note pads for participants
	Computer and projector	Sellotape
	Microphones	Bus/train/other time tables
	Name tags	Map of the local community
	Flip board papers and pens	Nordic/Baltic flags
	Folders and other materials for participants	