

EVENT CHECKLIST

In order to prepare every aspect of your conference, ask yourself the 'Where / When / Who is responsible' questions for the following items:

- Main scientific session
- Satellite symposium with opinion leaders as speakers
- Expert workshop with investigators
- Press activities, such as a press conference
- Booth at the industry exhibition
- Hand-out materials, such as brochures and reprints
- Hotel reservations for speakers and selected physicians
- Optional items: breakfast sessions, local media coverage