Partner Task Division & Roles and Responsibilities Overview

The table below gives a broad overview of the roles and responsibilities of each of the four partners, according to areas of work for the Congress (in alphabetical order). Note: These areas of work correspond to those listed in the A to Z Guide, which explains in detail the specific tasks of each area.

	ISPCAN	PCO	CONVENTION BUREAU	
Abstracts	• Management • Software • Submissions • Review • Assignment • Mining			• Review • Selection • Assignment • Mining
Accounting	• Management	• Reporting		• Reporting
Arrival Plan		• Venue and Hotel • Banners • Greeting • Final Transfer Plan	• City and Airport • Banners • Greeting • Transfers	
A/V		• Video Plan • Requirements • Vendor RFP • Select Vendor • Speaker Readiness • Presentation Materials Collection • Presentation Materials File Management • Video • Photography		
Awards	• Final Selection • Notification			• Select Awards Opt • Regional Nominee • Endorse Local Nor
Badges		• Requirements • Design • Printing Prior • Printing On-Site		
Banners				
Certificates		• Design • Print		
Catering		• Requirements • Vendors • Final Numbers		
CEUs/CMEs		• Track Attendance • Prepare Certificates • Issue Certificates		
Content	• Upload to Website			
Contracts	• Exhibitors • Mobile App • Sponsors • Suppliers	• VIPs • A/V		

	Column 1	Column 2	Column 3	Column 4
Council Meeting	• Agenda	• Accommodations • Catering • Venue		
Cultural Dinner	• Final Approvals	• Logistics • Catering • Entertainment • Agenda • Transportation (if needed)		
Décor		• Requirements • Finalize with Venue		
Evaluations	• Analysis			
Exhibition		• Requirements • Layout • Confirm with Venue	• Recruit	
Gifts		• Prepare • Deliver • Write Notes		
Keynote Speakers Legacy	• Post to Website	• Implement • Measure Outcomes	• Implement • Measure Outcomes	
Marketing	• Partner Network Promotions • Global Promotions	• Regional Promotions	• City Promotions	• Professional Netwo... • Local Universities • Local Businesses
Meetings	• Planning • Country Partner • Members • Partners	• Venue • Catering		
Messaging	• Abstracts • Authors • Country Partners • Delegate • Exhibitors • Keynote Speakers • Posters • Planning Committee • Reviewers • Save the Date • Scholarships • Session Chairs	• VIPs		
Mobile App	• Management • Software Selection • Loading Program • Test • Evaluations • Notifications			
Networking Events	• Discuss • Select • Plan			
On-Site Logistics	• ISPCAN Booth • Master of Ceremonies • Staff Role Assignment	• Minute-by-Minute Schedule • Communication Plan • A/V Management • Speaker Management		

Packages		• Delegates • Sponsors • Exhibitors	• Provide/Sponsor Tote Bag and Contents for Delegates	
PCO	• Interview • Select		• Issue RFP • Vet PCOs • Schedule Interviews during Site Visit	
Planning Committee	• Create Contact Lists • Explain Planning Process • Schedule Meetings • Host Meetings • Manage Documents • Communication Tools	• Attend Monthly Meetings		• Assign Subcommit • Assign Members • Attend Monthly M • Manage Subcomm • Task Completion • Consulting • Problem Solving
Posters		• Requirements • Layout • Printing on Site		
Press	• Attend Press Conferences	• Press Kit • Press Releases • Press Conferences	• Press Releases • Press Conferences	• Press Kit Review • Attend Press Conf • Advise on Press Re
Printing		• All Printing		
Program	• Create and Post Draft • Post Final Program			
Program Book	• Publish on website	• Design • Content • Assemble • Draft • Final • Print • Send to ISPCAN to publish on website		
Program Model				• Requirements • Finalize
Purchasing	• Approve invoices prior to purchase	• Invoices to ISPCAN for Approval • Badges and Lanyards • Gifts • Awards • T-Shirts • Booth Giveaways • Office Supplies and Equipment		
Reception		• Logistics • Catering		
Registration	• Management • Software • Authors • Keynote Speakers • Staff • Councilors and Co-Chairs • VIPs			
Reports	• Congress Evaluation • Post Congress Newsletter	○ Congress Summary		
Scholarships	• Notify Recipients			

Session Chairs		• Management On-Site • Training		
Signage	• Plan Approval • Design Approval • Invoice Approval	• Plan • Design • Printing		
Site Visit	• Attend • Facilitate • List Tasks to Complete • Document	• Bid Presentation • Interviews	• Arrange meetings with VIPs • Confirm VIP attendance • Sponsor Travel • Sponsor Accommodations • Sponsor Catering/Dining • Sponsor Transportation	• Create Agenda • Book Travel • Book Meeting Ven • Accommodations • Book Tours • Confirm Attendanc
Social Media		• Plan • Photography • Video • Posting		
Sponsorship	• Global Partner List • Regional Partner List	• Funding for Congress	• Subvention Funding • Congress Funding	
Timeline	• Publish • Share • Update			
Tours	• Approve			
Travel	• Staff	• Book for VIPs • Book for VIP Security Detail • Publish VIP Itineraries	• Donations • Discounts • Sponsors • Visa Info to Embassies	
VIPs	• Assign Hosts		• Confirm • Dignitaries • Celebrities • Ambassadors • Patrons • Foundations	
Volunteers		• Training On-Site		
Website	• Create • Launch • Update			

Division of Tasks

The following includes an overview of responsibilities and detailed task timeline as typically assigned to Congress leadership and subcommittees. The division of tasks is flexible upon agreement with ISPCAN to accommodate selected financial model, preferences, expertise, regional/cultural expectations, etc.

ISPCAN

RESPONSIBILITIES OVERVIEW:

- [Abstracts](#): Systems, Submissions, Review, Reviewers and Selection
- Award Recipient Selection
- Accounting and Banking: Pre-Approval of all Expenses and Invoices
- Congress Content
- Congress Newsletter: Special Edition of The Link
- Congress Website
- Contracts for Abstract Management, Congress Partners, Exhibitors, Mobile Application, Sponsors and Suppliers.
- Council Meeting Agenda
- Debrief of Congress
- Evaluations
- Ignite Poster Process
- ISPCAN Booth
- Keynote Speaker Recommendations
- Legacy Outcomes, Measures and Congress Declaration
- Marketing to ISPCAN Partners, Members and Global Network of 5,600+
- Marketing through the International ISPCAN Journal, Link Newsletter, Partner Networks
- Master of Ceremonies On-Site
- Messaging for Authors, Award Recipients, Delegates, Exhibitors, Keynote Speakers, Planning Committee, Partners, Poster Presenters, Abstract Reviewers, Scholarship Recipients, Session Chairs and Volunteers
- Mobile Application
- Networking Events
- Partner and Member Meetings
- Payment Processes
- PCO Selection
- Planning Committee Meeting and Document Management
- Poster Award Process
- Program – Draft, Final, and Posting to Website
- Prospectus
- Registration: Process, Systems, Ticket Pricing and Discounts
- Reports: Congress Evaluation
- Scholarship Management and Matching Funds Up to $2500
- Session Chair Guidelines
- Site Visit: Attendance, Tours, Facilitation
- Sponsorship Global and Regional Lists and Prospectus Draft
- Staff Roles On-Site
- Timeline
- Tours: Participation during Site visit
- Travel for ISPCAN Staff
- Walkthrough On-Site
- Working Group Facilitation

TASK TIMELINE:

Month 12	• Messaging: Save The Date • Networking Events: Options – M&M to Discuss • Planning Committee: Contact List – Create Directory of Members • Sponsorship: Global Partners – List • Sponsorship: Regional Partners (CERF) – List • Timeline: Finalize
Site Visit	• Explain ISPCAN Planning Process • PCO: Interview • Tours: City, Venues, etc. • Accounting: Payment Processes: Wire, Credit Card, PayPal
Post Site Visit	• Abstracts: Software • Contracts: Abstract Management Vendor – Sign • Marketing: Partner Network Plan • Messaging: Abstracts Opening {DATE} • Messaging: Planning Committee Message 1 (Timeline, Tasks, Dropbox) • Messaging: Planning Committee Message 2 (Confirmation) • Planning Committee: Calls – Schedule • Planning Committee: Dropbox – Create Directory • Website: Create
Month 10	• Contracts: Suppliers – Sign • Messaging: Country Partner Message 1 (Invitation) • Planning Committee: Kickoff Planning Meeting • Registration: Early Open • Registration: Staff and Co-Chairs • Website: Launch
Month 9	• Abstracts: Assignment • Messaging: Reviewer Message 1 (Welcome, login) • Registration: VIPs
Month 8	• Meetings: Country Partner – Plan (M&M) • Meetings: Member – Plan (M&M) • Messaging: Scholarship Message 1 (Apply) • Program: Draft – Create • Travel: Staff – Book
Month 7	• Keynote Speakers: Post to Website • Messaging: Author Message 1 (Notify) • Messaging: Keynote Speaker – Message 1 (Welcome, Logistics) • Messaging: Scholarships – Message 2 (Application Closing) • Program: Draft – Post • Registration: Authors • Registration: Keynote Speakers
Month 6	• Awards: Notify: Recipients

- Messaging: Author Message 2 (Waitlisted Notify)
- Messaging: Scholarship Message 3 (Awards, Waitlisted)
- Registration: Authors – Waitlisted
- Scholarship: Notify – Awards and Waitlisted

Month 5

- Abstracts: Mine for CCCs, Partners, Sponsors etc.
- Messaging: Author Message 3 (Welcome, Final Program Posted)
- Messaging : Posters Message 1 (Format, Dimensions)
- Messaging: Keynote Speaker – Message 2 (Welcome, Final Program Posted)
- Program: Final – Post
- Registration: Late Open
- Registration: Mine for CCCs, Partners, Sponsors etc.
- VIPs: Hosts – Assign

Month 4

- Contracts: Exhibitors – Sign
- Contracts: Mobile App – Sign
- Contracts: Sponsors – Sign
- Messaging: Delegate Message 1
- Messaging: Exhibitor Message 1 (Welcome)

Month 3

- Messaging: Delegate Message 2
- Messaging: Exhibitor Message 2
- Messaging: Posters Message 2 (Shipping, Printing)
- Messaging: Session Chair Message 1 (Welcome)
- Messaging: Volunteer Message 1
- Mobile App: Load

Month 2

- Messaging: Delegate Message 3 (CEUs, Certificates)
- Messaging: Exhibitor Message 3
- Messaging: Keynote Speaker Message 3
- Messaging: Poster Message 3
- Messaging: Session Chair Message 2 (Guidelines)
- Messaging: Volunteer Message 2
- Mobile App: Notifications – Upload
- Mobile App: Test

Month 1

- Council Meeting: Agenda
- Mobile App: Deploy
- On-Site Logistics: Staff Roles

Congress

- Meetings: Country Partner, Members, Partners
- Mobile App: Evaluations Live
- On-Site Logistics: Master of Ceremonies
- On-Site Logistics: ISPCAN Booth
- Registration: On-Site

Post Congress

- Congress Content: Upload to Website
- Evaluations: Analysis
- Reports: Congress Evaluation
- Reports: Post-Congress Newsletter

PROFESSIONAL CONGRESS ORGANIZER (PCO)

RESPONSIBILITIES OVERVIEW:

- Audio and Video Technology: Requirements, Bids, Vendor Selection, Speaker Readiness On-Site, Presentation File Collection and Management, Photography and Video Recording
- Arrival and Departure Plan: Banners, Greeting and Transfers for City, Airport, Hotels and Venue
- Badges: Design and Printing
- Banners: Design, Review, Final Approval and Printing
- Catering: Requirements, Bids, Vendor Selections and Final Numbers
- Certificates Of Attendance: Design, Preparation and Issue
- Contracts: A/V and VIPs
- Council Meeting: Accommodations, Venue and Catering
- Cultural Dinner: Draft Program (Logistics, Venue, Catering, Entertainment, Agenda)
- Cultural Dinner: Budget, Logistics, Catering, Entertainment, Agenda
- Décor
- Exhibition Recruiting, Sales and Layout
- Gifts
- Marketing: Logo, Branding, Marketing Plan
- Messaging for VIPs and VIP Hosts
- Minute by Minute Schedule
- On-Site Communication Plan
- Packages for Delegates
- Poster Layout
- Press: Press Kit, Releases, and Conferences
- Printing
- Program Book: Contents, Design, Assembly, Review and Printing
- Purchasing of Gifts, Awards, T-Shirts, Booth Giveaways, Office and Other Supplies
- Reception: Budget, Logistics, Catering
- Regional Multidisciplinary Organization List
- Reports: Monthly Budget, Congress Declaration, and Congress Summary
- Session Chairs Training
- Signage: Design, Review Final Approval and Printing
- Social Media Plan, Marketing, and Posts During Congress
- Sponsorship: Corporate and Local Business Funding for Congress, Youth Forum Venue
- Tours and Excursions
- Restaurant and Entertainment Options
- Travel: VIP and Keynote Speakers Booking, Logistics, and Itineraries
- Security Logistics and Costs for VIPs
- Volunteer Training

TASK TIMELINE:

Month 12	• Submit Bid
Site Visit	• Interview
Post Site Visit	• Cultural Dinner: Logistics, Catering, Entertainment – Negotiate • Reception: Logistics, Catering – Negotiate • Regional Multi-Disc. Organizations – List

	• Sponsorship: Funding for Congress
Month 10	• Contracts : VIPs – Sign • Cultural Dinner: Draft Program (Logistics, Venue, Catering, Entertainment, Agenda) • Messaging: VIP Message 1 (Welcome, Bio, Headshot) • Reception: Draft Program • Sponsorship: Funding for Congress
Month 9	• A/V: Requirements • Catering: Requirements • Council Meeting: Accommodations • Council Meeting: Venue • Messaging: VIP Message 2 (Title, Abstract)
Month 8	• A/V: Select Vendor • Catering: Select Vendors • Contracts: A/V – Sign • Messaging: VIP Message 3 (Travel) • Travel: VIP – Book
Month 7	• A/V: Photography – Final Plan • A/V: Video – Final Plan • Badges: Inclusions, Design • Banners: Design, Review and Final Approval • Certificates: Design • Signage: Design, Review and Final Approval • Travel: Keynote Speakers – Book
Month 6	• Program Book: Design and Contents
Month 5	• Exhibition: Layout • Posters: Layout • Purchasing: Approve: Invoices for all materials • Travel: Delegates • Travel: VIPs – Logistics • VIPs: Security – Finalize Needs and Costs
Month 4	• A/V: Speaker Readiness Plan – Final • A/V: Presentation File Collection Plan • Arrival Plan: Transfers – Final • Messaging: VIP Host Message 1 • Messaging: VIP Message 4 (Host Introduction) • Program Book: Assemble
Month 3	• Arrival Plan: Banners, Greeting (Venue/Hotel) – Final • Décor: Finalize with Venue • Décor: Requirements, Finalize • Messaging: VIP Host Message 2 • Program Book: Draft – Review • Program Book: Final • VIPs: Itineraries – Publish

Month 2	- Catering: Final Numbers - Council Meeting: Catering - Messaging: VIP Host Message 3 - Messaging: VIP Message 5 (Final Details) - On-Site Logistics: Communication Plan - Printing: To Press - Program Book: To Press - Purchasing: Order All – Gifts, Awards, T-Shirts, Booth Giveaways, Office Supplies
Month 1	- A/V: Video, Photography – Final Plan Review - Badges: Print - Certificates: Prepare - CEUs: Prepare - Gifts: Prepare - On-Site Logistics: Minute-by-Minute Schedule - Session Chairs: Training - Volunteers: Training - A/V: Speaker Readiness Plan – Review, Presentation Files – Collection - Social Media: Final Plan - Packages: Delegates – Assemble
Congress	- A/V: Speaker Readiness, Presentation File Collection, Management - Badges, On-Site Printing - Certificates: Issue - CEUs: Issue - Gifts: Deliver - Press: Press Conference - Social Media: Posts
Post-Congress	- Reports: Congress Summary - Social Media: Posts - Legacy: Measure Outcomes - Legacy: Implement - Press: Press Conference - Youth Forum: Social Media Posts

RESPONSIBILITIES OVERVIEW:

- Arrival Plan: Banners, Greeting (city, airport, hotel, venue), Transfers
- Bid Preparation
- Exhibition: Recruiting
- Legacy Outcomes, Measures, Implementation
- Marketing: Destination Video, City Wide Promotion
- Packages: Contents for Delegates (Tote Bag, Lanyards, Pens, Stationary, Public Transportation Pass, etc.)
- PCO: RFP, Vetting, and Interview Schedule for Site Visit
- Press: Press Release and Press Conferences
- Site Visit: Agenda, Funding, Scheduling and Tours (city, hotels, venues)
- Sponsorship: Subvention and Congress Funding
- Travel: Industry Discounts and Transfers
- VIP Endorsement: Government/Ministry Officials, Celebrities, Political Leaders, Dignitaries, Patrons and Foundation Engagement, Sponsorship, Attendance
- Travel: Visa Application Facilitation

TASK TIMELINE:

Month 12	- PCO: Issue PCO RFP, Vet and schedule interviews for site visit - Press: Press Release of Bid Award - Site Visit: Select Dates and Schedule Tours (city, hotels, venues) - Sponsorship: Secure Congress Funding - VIPs: Seek Dignitaries, Patrons, Foundations Endorsement
Site Visit	- Press: Press Release and/or Press Conference - Arrival Plan: Banners, Greeting (city, airport, hotel, venue), Transfers – Draft
Post-Site Visit	- Packages: Delegate - Confirm inclusions - Sponsorship: Funding for Congress – Confirm - Sponsorship: Travel industry discounts – Confirm - VIPs: Confirm - Travel: Visas – Application Facilitation
Month 10	- Exhibition: Recruit - Sponsorship: Funding – Subvention - Travel: Discounts
Month 3	- Arrival Plan: Banners, Greeting (Airport/City) – Final - Packages: Delegates – Deliver Materials
Post-Congress	- Legacy: Measure Outcomes - Legacy: Implement

LOCAL PARTNER

RESPONSIBILITIES OVERVIEW:
- Abstract Reviewers and Review
- Attendance: Local Groups
- Awards: Option Selection, Nominations
- Congress Local Co-Chair Nomination
- CEU/CME: Certification Process
- Marketing: Scientific Community, Local Businesses, Regional Networks, Press Contacts, Civic Organizations
- Keynote Speakers: Recommendations
- Legacy: Outcomes, Community Outreach, Adjunct Training, Measures, Long Term Implementation and Reporting
- Marketing: Prospectus Consulting
- On-Site Logistics
- Planning Committee Co-Chair and Member Nominations from Regional Multidisciplinary Organizations
- Planning Committee Participation
- Present Overview of Regional Child Protection Systems
- Program Model
- Program: Scientific Program Theme and Subthemes
- Session Chair Recommendations
- Sponsorship: Prospectus Consulting, Funding for Scholarships, Funding from Local Businesses and Civic Organizations
- Subcommittee Task Completion
- Site Visit: Agenda and Attendance by Planning Committee Co-Chairs

TASK TIMELINE:

Month 12	• CEUs: Determine Certification Process • PLANNING COMMITTEE: Assign Local Members from Multi-Disc. Organization List • Planning Committee: Assign Local Planning Committee Co-Chairs
Site Visit	• Planning Committee: Arrange Co-Chairs to Attend • Program Model: Requirements • Provide Overview of Regional CPS • Site Visit: Create Agenda
Post Site Visit	• Awards: Options - Select
Month 10 – Month 1	• Participate in Planning Committee Meetings • Serve as Planning Subcommittee Co-Chairs and Members • Complete Planning Subcommittee Tasks
Congress	• On-Site Assistance • Legacy: Community Outreach
Post Congress	• Press: Press Conference • Legacy: Adjunct Training • Legacy: Implement • Legacy: Measure Outcomes