Time from conference	Local Organizing Committee	International Programme Committee	Education Committee	Conference Advisory Committee	International Biometric Office	Officers	Executive Board
RESPONSIBLE COMMITTEES							
60 months				Solicits proposals		Issue a call for proposals	
52 months				Receives proposals from regions			
				Reviews and narrows down to two finalists			
				Put finalists in touch with MCI			
49 months				Recommend proposal to Executive Board			
48 months							Approve proposal
48 to 36 months	Chair recommends committee members to Executive Boad					Identify chairs of IPC and LOC	Approve chairs and committee members
	Engage with Account manager at MCI who will facilitate connection with local MCI Office						
	Identify/Reserve conference venue and accommodations					Sign contracts	
	Submit dates to society meeting calendars						
	Select conference management agency					Sign contracts	
24-36 months	Develop final budget and set registration fees					Develop final budget and set registration fees	Approve final budget and registration fees
	Develop conference logo						
	Provide relevant information to IBO for website				Create website, including travel, visa etc		
	Produce advitisement to be published in final programme of preceeding IBC						
	Prepare and staff an exhibit at the preceeding IBC						
24 months	Attend IBC and staff exhibit and give presentation at closing ceremony	Call for invited session proposals	Call for proposals for short courses				
	Meet at IBC	Meet at IBC					
23 months	Formal announcement in Biometric Bulletin and other scientific outlets						
	Contact local dignitaries for role in opening ceremony etc as appropriate						
20 months		Deadline for submissions	Deadline for submissions				
18 months	LOC contacts potential contributors and exhibitors for support (and continue to conference)	Finalise invited sessions.	Finalize short course proposals		Insert invited sessions into programme and publish on website		
		Set up programme template			Insert govenance meetings into programme template. Check for clashes		
					Publish invited sessions in Biometric Bulletin etc		
					Insert short courses into programme and publish on website		

Time from conference	Local Organizing Committee	International Programme Committee	Education Committee	Conference Advisory Committee	International Biometric Office	Officers	Executive Board	
					Publish short courses in Biometric Bulletin etc			
15 to 18 months	Finalize social programme, receptions and associated arrangements	Call for contributed papers			Publish call on website and open abstract submission			
12 months	Site vist	Call for nominations for youg statitsicians showcase session			Call for nominations for young statisticians showcase session	Site visit by organising presidend and ED		
8 months		Confirm arrangements for reviewing contributed abstracts			Invite application for travel awards funds			
	Open registrion		Open registration for short courses		Open registration (including for short courses)			
		Identify speakers for Biometrics and JABES showcase sessions						
6 to 7 months		Close contributed papers call						
		Start abstract review						
5 months		Notify results			Notify results of abstract review			
					Notify award fund recipients			
	Schedule sessions. Allocate Rooms and identify session chairs	Schedule sessions. Allocate Rooms and identify session chairs						
	Finalise logistics such as signage, volunteers, local transportation etc							
4 months					Check on vialbility of each short course. Cancel as appropriate			
3 months	Finalize plans for opening and closing ceremonies				Finalise plans for biannual general meeting		Finalise plans for biannual general meeting	
2 months	Produce abstracts and participant list on thumb drive							
	Final programme (not including abstracts or participant list) to printer							
	Identify judges for best poster	Identify judges for best student presentation						
2 weeks	Produce registration pack (including tickets, badges)							
1 week	Thank voluteers, dignitaries and special people				Send out evaluations			
	Final accounting				Final accounting			
2 months	Complete accounting				Complete accounting		Final accounts to board	