



## Follow-up phase

### Follow-up

- Reporting, press releases
- Create conference proceedings
- Create and send thank you letters
- Accounting for service providers, fees, travel
- Create and send feedback form
- Payment of helpers, helpers' certificates, helpers' party
- Documentation, review, recording potential for improvement

### Closing

- Finalize finances
- Determine future third-party funding account
- Evaluation of feedback form
- Determine future conference website
- Data backup/destruction
- Documentation, review, record potential for improvement

### Notes

