



Preparation phase

Organizational

- Determine event committee and general contact point (e.g. for suppliers)
- Distribute responsibilities and tasks
- Draw up timetable for event organization
- Read guidelines for [sustainable events](#) and include aspects in planning

Health and safety

- Draw up a safety concept in compliance with the [guidelines for ensuring safety and health safety and health at events](#) at UZH with the following content:
 - Usable areas and their uses: Checkrooms, delivery storage, handling areas, furnishings, waste disposal stations, toilet situation, sanitary, security, OC rooms, Smoking areas
 - Access and entry concept
 - Security operation zones/locations/functions
 - Escape routes and fire extinguishing equipment, barriers
 - Waste concept in consultation with operations service (waste avoidance or recycling)
 - Event coordinator (name, telephone number before/during/after the event)

Finances

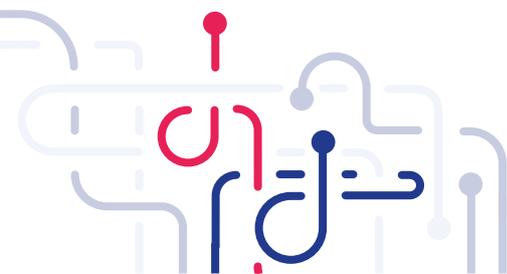
- Determine financing, prepare budget
- Clarification and estimation of overhead/MWST levy
- Open account
- Set up sponsorship applications (with positive impact on UZH's reputation)
- Define counterpart packages

Supporting program

- Create event script
- Obtain permits (event closing time, catering, parking, etc.)
- Invite speakers
- Plan cultural program, book entertainment act
- Organize transport/transfer
- Organize catering (follow the guidelines for sustainable catering)

Infrastructure, technology, furniture

- Create concept for room allocation
- Book internal rooms (checkroom, foyer, etc.), arrange viewing if necessary
- Book external rooms, arrange inspection if necessary
- Book sufficient storage rooms/extreme rooms
- List of requirements for room furniture and technology
- Reserve extra furniture/technology → Arrange with event services.
- Draw up further plans if required (electricity plan, etc.)
- Organize room furnishings/decoration
- Create schedule for set-up/dismantling incl. delivery and return of materials/catering
- Organize disposal/cleaning





Participant management and appearance

- Set up congress mail
- Send save-the-date
- Create CICD/Logo
- Create webpage/app
- Define participant registration, set up software
- Send invitation
- Create promotional material (preferably digital)
- Create and print list of participants
- Organize accommodation, reserve hotel contingents for key players/participants
- Participants (as close as possible to the event location/ accessible by public transport)

Personnel plan and organization

- Define personnel requirements, create personnel plan
- Prepare employment of helpers
- Staff training
- Schedule of all persons

Congress materials, graphics, printing

- Check which materials are needed and borrow them / have them produced sustainably
- Organize congress material
 - Speakers' materials, presentations, conference bags
 - Badges/tickets
 - Name badges
 - Goodies, gifts for participants/speakers

Organize information material

- Signposts, signage
- Site plan, city map, directions
- Schedule, program booklet
- WLAN flyer
- Catering information
- Information on the sustainable implementation (which sustainable aspects were and how the participants can contribute to it)
- Info point
- Seating plans

Organize promotional material

- UZH Goodies
- Promotional material of the organizer

Organize organization material

- Shirts/name badges for helpers
- (reusable shirts, no event-specific imprints)

Organize special material



Notes

A large, empty rectangular box with a thin black border, intended for taking notes. The interior of the box is a light blue color.

