

Planning Checklist

9-12 months before:

Create the organizing team

Decide on theme, place
and dates

Start fundraising

Book the venue

Set up an online presence

6-9 months before:

Announce the event and start
advertising

Start building local partnerships

5-6 months before:

Begin recruiting participants and
start taking applications

Develop initial working groups
and identify working group leads

Invite speakers

Hire a local event organizer

3-4 months before:

Notify accepted participants

Develop schedule framework

Make travel arrangements

2-3 months before:

Create online platform
for discussion

Start engaging with participants

1-2 months before:

Plan closing celebration and
side events

Organize catering and other
daily logistics

1-4 weeks before:

Prepare orientation materials

Coordinate with session leads
to organize required resources

Notes: