**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.

<table>
<thead>
<tr>
<th>ISPCAN</th>
<th>PCO</th>
<th>CONVENTION BUREAU</th>
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<tbody>
<tr>
<td><strong>Abstracts</strong></td>
<td><em>Management</em></td>
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<tr>
<td><strong>Accounting</strong></td>
<td><em>Management</em></td>
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<tr>
<td>Council Meeting</td>
<td>• Agenda • Accommodations • Catering • Venue</td>
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<td>Cultural Dinner</td>
<td>• Final Approvals • Logistics • Catering • Entertainment • Agenda • Transportation (if needed)</td>
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<td>Décor</td>
<td>• Requirements • Finalize with Venue</td>
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<td>Evaluations</td>
<td>• Analysis</td>
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<tr>
<td>Exhibition</td>
<td>• Requirements • Layout • Confirm with Venue</td>
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<td>Gifts</td>
<td>• Prepare • Deliver • Write Notes</td>
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<td>Keynote Speakers</td>
<td>• Post to Website • Implement • Measure Outcomes • Implement • Measure Outcomes</td>
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<tr>
<td>Legacy Marketing</td>
<td>• Partner Network Promotions • Global Promotions • Regional Promotions • City Promotions</td>
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<td>Networking Events</td>
<td>• Discuss • Select • Plan</td>
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<td>On-Site Logistics</td>
<td>• ISPCAN Booth • Master of Ceremonies • Staff Role Assignment • Minute-by-Minute Schedule • Communication Plan • A/V Management • Speaker Management</td>
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<tr>
<td>Packages</td>
<td>Delegates</td>
<td>Sponsors</td>
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</table>
| PCO              | • Interview  | • Select |            | • Issue RFP  
|                  | • Create Contact Lists | • Explain Planning Process | • Schedule Meetings | • Vet PCOs  
|                  | • Schedule Meetings | • Host Meetings | • Manage Documents | • Schedule Interviews during Site Visit |
| Planning Committee | • Attend Monthly Meetings | • Attend Monthly Meetings | • Issue RFP  
| Posters          | • Requirements | • Layout | • Printing on Site | • Vet PCOs  
| Press            | • Attend Press Conferences | • Press Kit | • Press Releases | • Press Releases  
| Printing         | • All Printing | • Press Releases | • Press Conferences | • Press Kit Review  
| Program          | • Create and Post Draft | • Post Final Program |            | • Press Kit Review  
| Program Book     | • Publish on website | • Design | • Invoices to ISPCAN for Approval | • Press Kit Review  
| Program Model    |            | • Content | • Badges and Lanyards | • Attend Press Conf  
| Purchasing       |            | • Assemble | • Gifts | • Advise on Press Re  
|                  | • Approve invoices prior to purchase | • Draft | • Awards | • Advance on Press Re  
| Reception        |            | • Final | • T-Shirts | • Assign Subcommit  
| Registration     | • Management | • Print | • Booth Giveaways | • Assign Members  
|                  | • Software | • Send to ISPCAN to publish on website | • Office Supplies and Equipment | • Attend Monthly M  
| Reports          |            | • Authors | • Keynote Speakers | • Manage Subcomm  
| Scholarships     | • Congress Evaluation | • Staff | • Congress Summary | • Task Completion  
|                  | • Keynote Speakers | • Councilors and Co-Chairs | • Consulting | • Problem Solving  
|                  | • Authors | • VIPs | | |
|                  | • Congress Evaluation | • Post Congress Newsletter | | |
|                  | • Notify Recipients | | | |
| Session Chairs | • Management On-Site  
|                | • Training |
| Signage       | • Plan Approval  
|               | • Design Approval  
|               | • Invoice Approval |
| Site Visit    | • Plan  
|               | • Design  
|               | • Printing |
|               | • 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 Attendance |
| 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
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
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:

<table>
<thead>
<tr>
<th>Month 12</th>
<th>Submit Bid</th>
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<tbody>
<tr>
<td>Site Visit</td>
<td>Interview</td>
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<tr>
<td>Post Site Visit</td>
<td>Cultural Dinner: Logistics, Catering, Entertainment – Negotiate</td>
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<td>Reception: Logistics, Catering – Negotiate</td>
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<td>Regional Multi-Disc. Organizations – List</td>
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<tr>
<td>Month</td>
<td>Tasks</td>
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<tr>
<td>Month 10</td>
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</tbody>
</table>
- Sponsorship: Funding for Congress  
- 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 |
## 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:

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<th>CEUs: Determine Certification Process</th>
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<tr>
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<td>PLANNING COMMITTEE: Assign Local Members from Multi-Disc. Organization List</td>
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<td>Planning Committee: Assign Local Planning Committee Co-Chairs</td>
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<tr>
<th>Site Visit</th>
<th>Planning Committee: Arrange Co-Chairs to Attend</th>
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<td>Program Model: Requirements</td>
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<td>Provide Overview of Regional CPS</td>
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<td>Site Visit: Create Agenda</td>
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<th>Post Site Visit</th>
<th>Awards: Options - Select</th>
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<tr>
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<th>Participate in Planning Committee Meetings</th>
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<tr>
<td></td>
<td>Serve as Planning Subcommittee Co-Chairs and Members</td>
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<td>Complete Planning Subcommittee Tasks</td>
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<td>Legacy: Community Outreach</td>
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<td>Legacy: Adjunct Training</td>
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<td>Legacy: Implement</td>
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<td>Legacy: Measure Outcomes</td>
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