

Check List for Single OpenSpace-Online® Conferences

No. Tasks: (please read also "User Guide for Organizers")	Date	Responsible	Finished
1. Clear context, define goal.			
2. Checking the IT Requirements, include IT staff into planning			
3. Define the date Day: <input style="width: 50px;" type="text"/> Time: <input style="width: 50px;" type="text"/> Time-zone: <input style="width: 50px;" type="text"/>			
4. Formulate concise title (each line: maximum 65 characters) Line 1: <input style="width: 350px;" type="text"/> Line 2: <input style="width: 350px;" type="text"/>			
5. Choose conference variant CLASSIC (minimum 5 participants) <input type="checkbox"/> SPECIAL (minimum 10 participants) <input type="checkbox"/>			
6. Define conference duration hours: <input style="width: 100px;" type="text"/>			
7. Define registration deadline Date: <input style="width: 100px;" type="text"/>			
8. Prepare invitation			
9. Send invitation Date: <input style="width: 100px;" type="text"/>			
10. Define number of participants after deadline Number: <input style="width: 100px;" type="text"/>			
11. Booking conference on-line			
12. Paying the Conference Fee early enough			
13. Finish conference configurations on-line			
14. Define Secret-Code (maximum 8 to 16 characters) Secret-Code: <input style="width: 300px;" type="text"/>			
15. Send access data and instructions to each participant Date: <input style="width: 100px;" type="text"/>			
16. Finish own preparations for participation			
17. Install Supervisor-Tool (OPTIONAL) Name / Supervisor: <input style="width: 250px;" type="text"/>			
18. Sending the "24-hours-before-eMail"			
19. Thank participants and sponsors; Implement follow-up agreements			
Notes:			

May 2009