

# Příloha č. 2

## ZEBRAFISH 2020 - Meeting preparation timeline

DATUM2	TYPE OF ORGANISATION	ACTION	DETAILS
31.01.2019	Internet	Web page publication (first announcement + extent)	
11.04.2019	Organiser	Contract signed with the organising associations and PCO	
23.04.2019	Internet	Web page revision	Important dates, welcome words, destination, venue, meeting topics,..
23.04.2019	Programme	Meeting theme set	
30.04.2019	Printed materials	First announcement and poster distribution	propagation (related meetings, congresses, institutions,..)
30.04.2019	Sponsorship and Exhibition	Sponsorship brochure ready	
08.07.2019	Suppliers	Contract signed with venue and hotels	
08.07.2019	Programme	Potential Keynote speakers notification	conditions of their invitation set
15.10.2019	Internet	Online abstract submission forms revised	
30.10.2019	Internet	Online abstract submission opening	
30.10.2019	Programme	List of Keynote speakers - finalization	
30.10.2019	Printed materials	Second announcement - approval by client	
05.11.2019	Printed materials	Second announcement - distribution	
05.11.2019	Programme	List of Keynote speakers - published on the webpage	
29.11.2019	Programme	Review process information distributed to the Scientific Committee	Contact the members of the International Scientific Committee and provide information regarding the review process (start & end date, etc.) and the names and contact details of the keynote speakers
29.01.2020	Programme	Opening of registration (early bird)	
12.02.2020	Internet	Online abstract submission closing	Review process starting.
20.03.2020	Programme	Abstracts review process completed	In the first half of January the reviewing process must be completed
24.03.2020	Programme	Communication of acceptance of abstracts	
23.04.2020	Registration	Early bird registration fee deadline	Automatically via registration system
23.04.2020	Registration	Author's registration Deadline	
30.04.2020	Internet	Early bird to regular fee change	Automatically via registration system
01.05.2020	Meeting bags	Meeting bags - samples sent to the client for decision	Meeting bag samples to be finally chosen and approved
04.05.2020	Accommodation	Cut off date for accommodation	Date beyond which the availability of a room block is no longer applicable.
04.05.2020	meeting bags	Meeting bags - approval by client, including print graphic	Formal written form
19.05.2020	meeting bags	Meeting bags order	Final order (usually 50 spare bags)
19.05.2020	Programme	Final programme confirmation	Online hard copy print ready
19.05.2020	Programme	Final meeting room allocation	Plenary, parallel sessions, internet café, registration, catering.
02.06.2020	Printed materials	Final programme book graphic data sent to the printing house	In an official graphic design and layout (MS Word document)
12.06.2020	Printed materials	Final programme sent to the client for approval	Pre-final version - last comments from client's side
12.06.2020	Internet	Final programme publication on the meeting web site	Programme at a glance, including minutes, lecture titles, speakers
12.06.2020	Suppliers	AV technical equipment order	
12.06.2020	Suppliers	Refreshments (lunches, coffee breaks) order	
16.06.2020	Printed materials	Final programme approved by the client	Final version to be printed
19.06.2020	Printed materials	Final programme printing	
19.06.2020	Accommodation	Final rooming list sent to hotels	Including full prepayment and credit card guaranty details
23.06.2020	Internet	Online registration to be closed	
26.06.2020	Registration	Registration material completion	Invoices, badges, vouchers
26.06.2020	Printed materials	Printed materials delivery	Final programme, badges, vouchers.
27.06.2020	Registration	Meeting bags completion	Meeting bags filling (inserts to be indicated by the client)
29.06.2020		Meeting beginning	
02.07.2020		Meeting closing	
07.09.2020	Finance	Final statement of the Meeting presented to Client	Detailed budget provided including all receipts and expenditures
21.09.2020	Finance	Notification on statement provided to PCO by Client	Comments or remarks to final budget
30.09.2020	Finance	Invoices issued and cleared	

The terms and conditions mentioned in this document could change upon the client's request or meeting customs. All changes must be done with the consequence of the time schedule in mind.