

4. TIMETABLE OF CONGRESS PREPARATION AND REALIZATION

It follows a tentative time table of the preparatory and post-congress steps

2004	
July	Approval of Barcelona-Spain for ICT-XI 200t in General Assembly
October	Formally constitute the Organising Committee and subcommittee
December	Confirm agreement with professional congress managing company
	Confirm and agree Congress venue
January-June	Planning a general strategic plan for promoting and developing the Congress
2005	
January-June	Nominate the Scientific Committee
	Prepare revised budget
2006	
	Review situation of Congress venue
	Confirm travel agency and official airlines
	Call for proposals of topic for scientific programme
2007	
	Confirm agreement for professional congress complementary services
	Made action for promoting and getting mailing list
	Initiate Home page general information
2008	
February	Establish scientific programme
	Establish a provisional Congress timetable
April	First Announcement
June	Prepare a revised budget
October-Dec	Contact for agreement with invited speakers of symposia and workshops
2009	
February	Review programme timetable
March	Prepare a definitive Congress Scientific programme of Symposia, Workshops and debates with confirms speakers
	Establish definitive Registration fee
	Confirm deadline for registration and abstract submission
May-June	Prepare Registration, abstract form and "Provisional Programme" brochure
	Full Homepage of the Congress, online registration and abstract submission
September	Mailing Congress Information Package with Registration Forms
2010	
4 February	Dead line for abstract submission
	Deadline for registration with no late registration charge
30 February	Notification of acceptance
March	Communication of Poster Session
	Communication and instructions to Invited speakers and chairpersons
April	Full scientific programme and timetable in the Internet Homepage
May-June	Edition and printing of abstract book
	Edition and printing of Congress programme
	Establish final arrangement of Congress technical organisation, exhibitions, meals and coffees, supplies, social and accompanying people activities
July 12-14	Pre-congress activities, pre-congress tours, satellite meetings

July 14	IUTOX Executive Committee and subcommittees Meeting
	Continuous education courses
July 10-15	CONGRESS
July 20-25	Post-congress satellite meetings and post-congress tours
September	Preparation and editorial work of Proceedings
December	Provisional reports to IUTOX and AET
	Printing- distribution of Proceeding
2008	
February	Final Reports to IUTOX and AET