

## Schedule for the preparation of an ESCAP congress

### Example: Vienna congress 2019

Date	Action
January-June 2016	<b>Practical organization</b> by the local ESCAP responsible ⇒ congress venue ⇒ choice of the PCO
June 2016	First skypes preparation scientific congress with ESCAP local responsible, ESCAP president, Johannes Hebebrand every 2 months <b>Set-up of the local scientific committee</b>
January 2017	Presence of local congress responsible in the scientific committee meeting in Geneva for the final choice of contributions at the ESCAP congress 2017
September 2017-January 2018	Regular skypes of scientific committee in preparation of the scientific program <i>every two weeks</i>
January 2018 – March 2018	Skypes Vienna scientific committee <i>once per month</i>
From sept 2017 to February 2018	Invitations sent by ESCAP President with local responsible of the congress in copy to keynote and state of the art lecturers
<b>End-March 2018</b>	<b>The scientific program is done</b> (with possibilities of additions)
<b>June 2018</b>	<b>The ESCAP congress website is open for registration</b> , with link on the ESCAP website
End-October 2018	email sent to the scientific advisory board to communicate the schedule of preparation
January 7, 2019	The scientific advisory board receives the abstracts they will review
January 23, 2019	Meeting of the scientific committee <b>to do the final selection</b> It includes the local responsible of the next congress

## **TASKS TO REMEMBER**

- ⇒ Subscription to ECAP journal to be added to the congress subscription price
- ⇒ Link with ESCAP website