

Group 3. Aspects of Organizing a Conference

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As summarized by the group, the following hints to consider when organizing a conference were noted:

- A conference with lesser participants (small conference) is easier to organize and manage. Hence, participation of each one is insured;
- The interest of organizers and participants is determined. by their enthusiasm and involvement;
- Hassles are avoided if there is early confirmation of venue, affordability rate of registration and other costs. Likewise, participants need to confirm as early as possible.
- Letter of invitation specifies the itemized cost, exact address of venue and how to reach it, contact persons, documents needed for people who need visa;
- Brief information about the host country is needed such as the weather, tourist destinations, historical events, money exchange, language, common expressions used, etc.
- Publicity of the conference may attract others who are interested; and
- Continuous update is needed.

In planning a conference, the planning committee gets the suggestion from the members as to theme, dates and other sub-topics. They make these details final.

Success in any endeavor is attained if there are working committees that take the responsibility. Committees may include the following:

- Finance
- Registration
- General Services (Sound System)
- Stage Preparation/Decoration
- Program
- Evaluation
- Documentation (Print or Non-print)

Members:

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