

it is recommended that where possible, a volunteer coordinator be hired at least 4 to 6 weeks prior to the event.

5. Continuity - Communications and consultation with previous organizers could have been vastly improved. As such, there was little information flow between the two; resulting in some level of resentment on the Manila side, and possibly damaging the sense of continuity that is so important to this annual event. Therefore, a more systematic and on-going consultation process with Malaysian organizers of the 1998 Summit may result in a more effective Summit in terms of planning, administration and implementation.

6. Coalition Building- Our program, was a "living" program, while although well-formulated, continued to evolve according to the relationships with participants and organizations on-site. The early morning meetings of the Vancouver Steering Committee/Canadian Advisory Board was key to allowing quick responses to necessary changes in the programme.

8. Billets/homestays - Late requests for accommodation were difficult to place. They required another round of recruiting host families. All the families who hosted guests, except the one mentioned above, were very pleased with their experiences. Those whose guests did not arrive expressed disappointment at missing the experience. All expressed appreciation for the follow up phone calls. One person should be assigned responsibility for this part of the project. Begin recruiting hosts as early as possible. When sending out the requests, be clear about requirements, such as proximity to Conference site. We refused many offers because of inappropriate locations. Set a deadline for accommodation requests, so that there are fewer late requests. Be clear about who is eligible for this type of accommodation and who is not.

9. Subsidies - Because funding for travel subsidies was not confirmed until very late, some delegates received notice of their subsidy too late for travel arrangements to be made. Those delegates who did not receive a subsidy did not have enough time to secure alternate funding to allow them to attend. These factors may also have affected the number of women who were able to make arrangements to attend.

10. Display tables - Some groups were very late in setting up their displays and some had their material there erratically, thereby creating problems with the groups that had been put on the waiting list. The location of the tables was away from the main activities, which some people perceived as a problem. Some moved their displays on the last day to the room where the plenary sessions were being held. If at all possible, display tables should be where there is the most access. They make a worthwhile addition to the Peoples' Summit. Clear criteria for selection of appropriate groups using the tables should be stated at the time of invitation.