

## 1. CONFERENCE AND SITE PREPARATIONS

### Mandate and Responsibilities:

- preparation of all facilities needed for the Summit (including the monitoring and dealing with emerging labour situations)
- preparation and administration of contracts for the construction, preparation, signage and visual enhancement of all facilities
- preparation of detailed floor plans, individual room layouts, and of inventories of furniture and equipment
- conference services; translation, interpretation and printing
- production of move-in/move-out schedules and a site management plan
- hospitality for VIPS and delegates; ensuring that food and beverage service is provided at the various sites
- overseeing the design and delivery of emergency medical plan and health services
- room management planning and operation during the summit
- ceremonial elements - flags and carpets

### Possible Organization: (see organization chart next page)

The Conference and Site Preparations division can be divided into two major sections: Conference Facilities and Conference Services (including hospitality), each with a manager who reports to the Director of the division. One would be designated as a deputy to the Director.

- i. The Conference Facilities section is responsible for planning, design, and tendering stages of site preparation; conference construction, set-up and tear-down; inventories of furniture and equipment; translation, interpretation and printing facilities; conference supplies and supply depot; electrical, plumbing and cleaning requirements; and signage requirements.