

Planning an internal meeting

Please note:

When you're planning a public meeting as opposed to an internal one, you need to take numerous additional aspects into account, such as participant acquisition, media relations, participation fees, sponsors etc.

Step 5: Finally there: Staging the event.

- The construction and dismantling of all the elements should take place according to a detailed flowchart so that all the specialized workers can coordinate their activities with one another.
- Check all the constructions once again according to the lists and plans you have prepared (this "acceptance inspection" should be carried out at a realistic time so that all the specialized workers can do their work undisturbed).
- Personnel assignment — make sure all individuals are in their places and know their exact areas of responsibility.
- Furnish a back office (event bureau)
- Set up the cloakrooms for the performers/speakers.
- Use an intercom for communication between management, the stage and technical support.
- Hold a run-through meeting with all the specialized workers so that you can once again go through the event's flowchart point by point and check to make sure everything has been taken into account.
- Coordinate the entire flowchart through the project managers.
- Conduct the rehearsals.
- Stage and manage the event according to the flowchart.

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Masthead:

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