

## Project Status Report for the APHA Conference 2015

PROJECT STATUS	Planned Start Date	Actual Start Date	Planned Complete Date	Actual Complete Date	Percentage complete	Status or Comments
<b>12 Months Prior the Conference</b>						
Visit potential Conference sites obtain quotes	01 Sept 2014	25 Jul 2014	30 Sept 2014	29 Aug 2014	100%	Completed – ahead of target  Quotes obtained from 11 hotels price ranging from:  Accommodation: £149.00 pp. -£103.00 pp  Delegate: £45.00 pp.-£37.00pp
Select Conference site and date	01 Sept 2014	29 Aug 2014	30 Sept 2014	29 Aug 2014	100%	Completed – ahead of target  Most competitive price was the Liverpool Marriott Hotel  Reduced Gov. Rate applied  Accommodation: £103.00 pp.  Delegate: £35.00 pp.  Conference Dates booked 08-10 Sept 2015
Book selected Conference site	01 Oct 2014	08 Aug 2014	30 Oct 2014	19 Aug 2014	100%	Completed – ahead of target
Visit potential evening events and obtain quotes	03 Nov 2014	07 Nov 2014	30 Dec 2014	07 Nov 2014	100%	Completed – ahead of target  6 Venues considered

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Select evening venue events	03 Nov 2014	13 Nov 2014	30 Dec 2014	17 Nov 2014	100%	Completed – ahead of target 2 Venues Proposed
Book evening venue events (St Georges Hall)	03 Nov 2014	17 Nov 2014	30 Dec 2014	04 Feb 2015	100%	Awaiting information whether the event can be booked via MPHA finance database for reduced rate  (Meeting scheduled 15/01/15)
Prepare a proposed realistic budget	01 Dec 2014	24 Nov 2014	30 Dec 2014	28 Nov 2014	100%	Completed – ahead of target  (See accompanying Estimation Sheet)
Preliminary Invitation to Key Guests i.e. Lord Mayors etc.	01 Dec 2014	18 Nov 2014	30 Dec 2014	20 Nov 2014	100%	Completed – ahead of target  One acceptance 2 are pending outcome of Lord Mayor Elect
<b>9 Months Prior the Conference</b>						
Set tentative Conference theme	01 Dec 2014	03 Nov 2014	30 Jan 2015	07 Nov 2014	100%	Completed – ahead of target  Proposal to APHA Executive Board  Proposed – Evolution – “Adapting to change”
Select proposed Conference Sessions	01 Dec 2014	03 Nov 2014	30 Jan 2015	07 Nov 2014	100%	Completed – ahead of target  Proposal to APHA Executive Board  Day 1: Prevention and Control of International Health Concerns.  Day 2: Food Crime and Fraud (The Impact on Local Government and Businesses).

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						Day 3: Developing and improving work practices for effective enforcement
Set proposed Conference Schedule	01 Dec 2014	03 Nov 2014	30 Jan 2015	07 Nov 2014	100%	Completed – ahead of target Proposal to APHA Executive Board
Set proposed registration fees	01 Dec 2014	24 Nov 2014	30 Jan 2015	28 Nov 2014	100%	Completed ahead of target Proposal to APHA Executive Board (See Accompanying Estimation Sheet)
Begin contacting keynote speakers	01 Dec 2014	11 Nov 2014	30 Jan 2015	01 Apr 2015	100%	Completed
Send confirmation to all speakers	02 Feb 2015	09 Feb 2015	27 Feb 2015		90%	18 out of 20 speakers confirmed, remaining 2 speakers – await confirmation
Begin market research for Sponsorship	01 Dec 2014	03 Nov 2014	30 Jan 2015	07 Nov 2014	100%	Completed
Prepare Sponsorship package	05 Jan 2015	07 Nov 2014	30 Jan 2015	24 Nov 2014	100%	Completed
Start Sponsorship Campaign	02 Feb 2015	24 Nov 2014	31 Mar 2015 (Revised 30 Apr 2015)		95%	Sponsorship Campaign delayed due to issues with the publishing of the Conference flyer, this has now been resolved. A number of sponsorship packages have been secured prior commencing full campaign.
Research & Cost Speaker Gifts	02 Feb 2015	01 Apr 2015	31 Mar 2015		10%	Currently Researching and Costing gifts

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<b>6 Months Prior the Conference</b>						
Design Conference Flyer	02 Mar 2015	27 Jan 2015	31 Mar 2015	01 Apr 15	100	Issues were experienced with the design of the flyer, which has delayed the dates to start the Sponsorship and Advertisement campaigns. Nonetheless, the flyer has now been completed.
Commence Advertisement Campaign	02 Mar 2015	23 Mar 2015	On-going		40%	Campaign was delayed awaiting publication of the Conference flyer. The Conference will be advertised via various mediums including APHA website, newsletter, emails to potential delegates, visits to potential delegates premises etc.
Begin preparing delegate brochure/pack	02 Mar 2015	26 Jan 2015	31 Mar 2015 (Revised to 30 Jun 2015)		10%	In progress
<b>5 Months prior the Conference</b>						
Begin registration file	01 Apr 2015		30 Apr 2015			
Send publicity to the media	01 Apr 2015		30 Apr 2015			
Confirm Sponsorship arrangements/exhibits	01 Apr 2015		30 Apr 2015			
Send formal invitation to Key Guests	01 Apr 2015		30 Apr 2015			

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<b>4 Months prior the Conference</b>						
Arrange entertainment at the meals	01 May 2015		29 May 2015			
Arrange evening transport	01 May 2015		29 May 2015			
Purchase Speaker gifts	01 May 2015		29 May 2015			
<b>3 Months prior the Conference</b>						
Secure AV needs from Speakers	01 Jun 2015		30 Jun 2015			
Secure introducer for Speakers	01 Jun 2015		30 Jun 2015			
Begin preparing printed program	01 Jun 2015		30 Jun 2015			
Design event tickets and name badges	01 Jun 2015		30 Jun 2015			
Select menus for meal function	01 Jun 2015		30 Jun 2015			
Determine table decoration	01 Jun 2015		30 Jun 2015			
<b>2 Months prior the Conference</b>						

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Send AV needs to the hotel	01 Jul 2015		31 Jul 2015			
Send room set up forms to the hotel	01 Jul 2015		31 Jul 2015			
Send rooms set up forms to the events	01 Jul 2015		31 Jul 2015			
Determine head table seating for meals	01 Jul 2015		31 Jul 2015			
Prepare meal(s) programs	01 Jul 2015		31 Jul 2015			
Send preliminary meal guarantee to caterer	01 Jul 2015		31 Jul 2015			
Send preliminary accommodation guarantee to hotel	01 Jul 2015		31 Jul 2015			
Prepare evaluation forms for the Conference	01 Jul 2015		31 Jul 2015			
Invoice Sponsors	01 Jul 2015		31 Jul 2015			
Send reminders to speakers of date, time and room assignment	01 Jul 2015		31 Jul 2015			
<b>I month prior the Conference</b>						

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Assemble delegate packs	03 Aug 2015		28 Aug 2015			
<b>I week Prior the Conference</b>						
Confirm AV Equipment	24 Aug 2015		28 Aug 2015			
Confirm room set-ups	24 Aug 2015		28 Aug 2015			
Give final guarantees to the caterer for the number of meals to be served	24 Aug 2015		28 Aug 2015			
<b>After the Conference</b>						
Send letters of appreciation to the speakers and those who performed special services	14 Sep 2015		30 Sep 2015			
Ensure all payments/invoice paid & received to APHA	14 Sep 2015		30 Sep 2015			
Assess evaluation forms and submit to APHA	14 Sep 2015		30 Sep 2015			