

DONE	DEADLINE	TO DO	WHO
<b>BEFORE THE WORKSHOP</b>			
	4 months before the workshop	Identification of scientific organizer(s)	ECLT Directors, science board
	3 months before the workshop	Proposal submission to ECLT Directors by the scientific organizer	Scientific organizer
	7 days	Iterate between directors, organizer(s)	
	15 days	Proposal evaluation and suggestions for changes	ECLT Directors, science board
	7 days	New proposal submission with suggested changes	Scientific organizer
	2 months before WS	official proposal approval and delegation of organizers to spend specified budget	ECLT Directors
	2 months before WS	Communication to ECLT Science Board about the future meeting (proposal and scientific organizer)	ECLT Directors and Admin. Office
	2 month before WS	Abstract for workshop and dates on ECLT web site	ECLT Admin. Office and Webmaster
	2 months before WS	Lecture room reservation	Amministrativi del Centro
	2 months before WS	Finalize list of participants (informal communication between organizer and participants), communicate final list to ECLT Admin.	Scientific organizer

	45 days before the WS	Official invitation to speakers and participants (formal communication confirming organizer communication, with reimbursement policy, registration information)	ECLT Admin. Office
	45 days before the WS	Hotel reservations.	Admin. Office
	45 days before the WS	Admin office sends forms to fill in related to the abstract and rules for posters presentation (with deadline)	Admin. Office and Scientific organizer
	1 month before WS	Speakers timetable definition to ECLT Admin.	Scientific organizer
	1 month before WS	Programme (speakers timetable) on ECLT web site	Admin. Office and Webmaster
	15 days before WS	Scientific and administrative documents for the participants (to put in ECLT folders)	Admin. Office
	10 days before WS	email with logistics info (hotel, how to reach it, transport indications, etc)	Admin. Office
<b>DURING THE WORKSHOP</b>			
	1 day before WS	Lecture room and technique facilities check	Admin. Office
	1st day of WS	Arrivals check - passports copy - folders to participants	Admin. Office
	1st day of WS	Director welcome, brief summary about policy, reimbursement procedure	ECLT Directors
	during WS	Assistance, presence during the workshop as needed	Admin. Office
	during WS	Presentations collected, status determined (level of dissemination)	Scientific organizer

	last day of WS	Brief summary about reimbursement procedure	Admin. Office and Scientific organizer
<b>AFTER THE WORKSHOP</b>			
	1 week after WS	List of speakers and participants for a check	Admin. Office and Scientific organizer
	1 week after WS	Presentations to web	Scientific organizer, webmaster
	15 days after WS	check of reimbursement requests	Admin. Office
	1 month after WS	Reimbursement authorizations and preparation of bank transfers for ECLT Directors signature	Admin. Office
	1 month after WS	Reimbursement authorizations and bank transfers in the bank	Admin. Office
	45 days after WS	mail to participants about reimbursement status (done, with problems, info not sufficient, etc)	Admin. Office
	2 months after WS	General sheet with all the expenses done related to the WS	Admin. Office
	1 month after WS	Update of ECLT web site	Admin. Office and Webmaster