



ANNEX D – Congress Preparation Timeline

Timeframe (Months Before Congress)	Phase	Key Milestones & Activities
24–18 months	Bid Award & Initiation	<ul style="list-style-type: none"> • Congress award confirmed • Local Partnership formalized • Financial model agreed • Host destination announced • Governance and communication structure established
18–15 months	Planning Launch	<ul style="list-style-type: none"> • PCO appointed (if applicable) • Initial site visit • Budget framework confirmed • Congress theme and focus topics agreed
14–11 months	Foundation & Setup	<ul style="list-style-type: none"> • Congress website launched (basic info) • Scientific Committee established • Sponsorship strategy developed • Abstract system prepared • Legacy objectives defined
10–8 months	Program Development	<ul style="list-style-type: none"> • Keynote invitations issued • Abstract submission opens • Registration opens • Preliminary program framework developed • Exhibition and sponsorship sales launched
7–5 months	Review & Confirmation	<ul style="list-style-type: none"> • Abstract review and selection • Author notifications • Early-bird registration • Draft scientific program finalized • Working Groups and Youth Forum confirmed
4–2 months	Operational Readiness	<ul style="list-style-type: none"> • Volunteer recruitment • Speaker logistics confirmed • Congress app launched • Branding, signage, and print materials finalized • Media activation
1 month – Event	Final Preparation & Delivery	<ul style="list-style-type: none"> • Final program published • Onsite planning and rehearsals • Congress delivery (Scientific Days + Rise Up Policy Day + Social Events)
Post-Congress	Reporting & Legacy	<ul style="list-style-type: none"> • Financial reconciliation • Post-Congress report • Congress Declaration issued • Legacy activities initiated • Transition to ISPCAN Country Partner