

ISPCAN CONGRESS: LOCAL PCO TASKS

Local Conference Organizer/DMC Service: Responsibilities are mainly to plan for in person logistics for the Congress and coordinate with ISPCAN and local partners

Key responsibilities:

* Negotiate all local contracts with best and cost saving options
* Financial Management (maintaining the financial reports, budget management)-works with Pragathi monthly to stay in budget.
* Communication—communicate proactively with local partners and ISPCAN to plan ahead and manage time and effort effectively to the best delegate experience
* Social and Wellness options and unique ideas for the event to be built into each day
* Décor and signage appropriately and in budget for the event to feel warm and inviting
* Overall Project Management (venue, social events, technical/equipment, suppliers, etc)-works with Pragathi and Dana monthly.
* Negotiate the best Hotel and airline rates for the Congress and provide group booking links (NO ROOM BLOCKS with penalties) \*Must disclose any financial payments/incentives given and agrees that this goes back into the Congress budget. All free rooms offered will be used towards Keynoters/Planning Committee Chairs
* Social Event Management (member reception and cultural event)-works with Dana monthly.
* Delegate Services (visa assistance, might include hotels and scheduling transportation) – handling both local and international because of the VAT and other banking presentations)
* VAT refund management locally (to ensure refund of all VAT costs and fulfill legal requirements)
* Website Content Management support
* Work to secure Sponsorship (can be on commission) and In kind offers
* Exhibition Management and solicitation coordinating with local partners
* Printing and Design
* Additional Tours (Suggestions for Website and Negotiates the best rates possible)
* Delegate items (bags, badges, maps, etc.)
* Volunteer Management
* On-Site Management (including registration desk set up, staffing, exhibitions, rooms management, food, beverages, signage etc.)
* Bookings for hotel and flights for keynoters and staff as needed
* Post event debrief meeting and summary report of all logistics