



HELP Workshop – Final Planning

- Expected arrival times of different groups
- Collection from airport
- Registration forms and accommodation arrangements
- Payment for workshop and accommodation
- Numbers for:
 - Welcome reception Thursday
 - Workshop Friday
 - Dinner Saturday
- Confirmation of numbers to restaurants + estimated cost
- River cruise
- Procedure for registration of delegates at workshop
- Preparation of name badges and photocopying to prepare folders
- Expected dates for completion of printed materials
- Finalise workshop programme with names
- Presentations
- Booking of equipment – PC, projector, screen, recorder
- Staff requirements for Friday and Saturday
- Arrangement of furniture and facilities
- Arrangements for refreshments during workshop
- Monitoring form
- AOB