

ORGANISING A CONFERENCE in AFRICA

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Pre – Conference organisation (1)

- local African anaesthetic contact (*email/phone*)
- agree dates of conference
- select team
- Select translators if required (Togo and Benin were French speaking)
- suitable venue
- agree on programme , select presenter for each topic, abstracts/translation
- sponsorship (anaesthetists – AAGBI, WFSA)

Pre- Conference organization (2)

- Arrange accommodation (on Mercy Ship or hotel) , local transport
- Book flights (internet or use travel agent AlizaT@cjltravel.com)
- Design T- shirts (www. Genesis-uk.com)
- Lanyards, pouches, name cards
- Projector (2), surge protector, adaptors, lazer pointer(s)
- Design attendance certificates
- Pens, notebooks, textbooks, CDs for delegates

Pre- Conference organisation (in Africa) – (3)

- Meet local organisers
- Check venue, seating, desk for registration
- Check Electricity supply, ?projector, ?microphone.
- Organise lunch with local caterers (max \$3/person/day)

Team visit to local hospital to see facilities check staffing (eg who gives anaesthesia), drug availability, disposables

Conference

Make sure all delegates register providing name, position, hospital, email and mobile phone number. There will be an opening ceremony preferably in the presence of the Minister of Health. As leader be prepared to say a few words.

Format of conference:

- Morning lectures
- Afternoon workshops
- Prize essay question given on first day
- Prize quiz is always popular
- Feedback forms

Closing ceremony

- Prize giving – quiz and essay
Prizes – eg money or anaesthetic textbooks
- CD of all presentations, attendance certificate, travel expenses (usually \$20/person)
- Final speeches
- (Dinner for team + local organising committee)

Practical Issues – for team

- Type of leave – annual, study or professional
- Visas – obtained in advance or at airport on arrival?
- Vaccinations
- anti – malarial prophylaxis
- Clothing for hot weather – I recommend Rohan
- Currency – usually US dollars work well

PS If you want to organise a conference in Africa I would be very happy to give you my contacts.

Keith D. THOMSON (10/12/10)