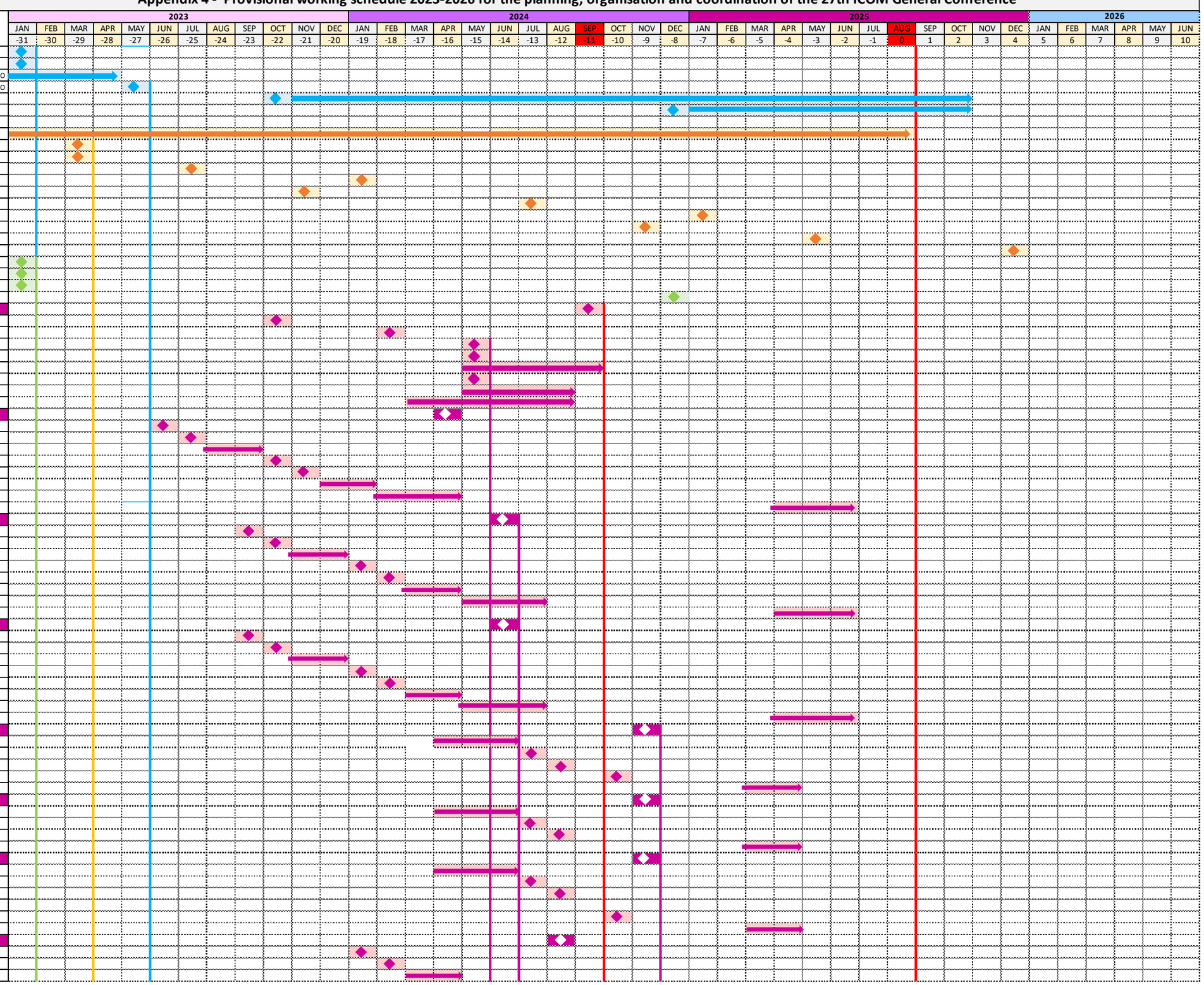
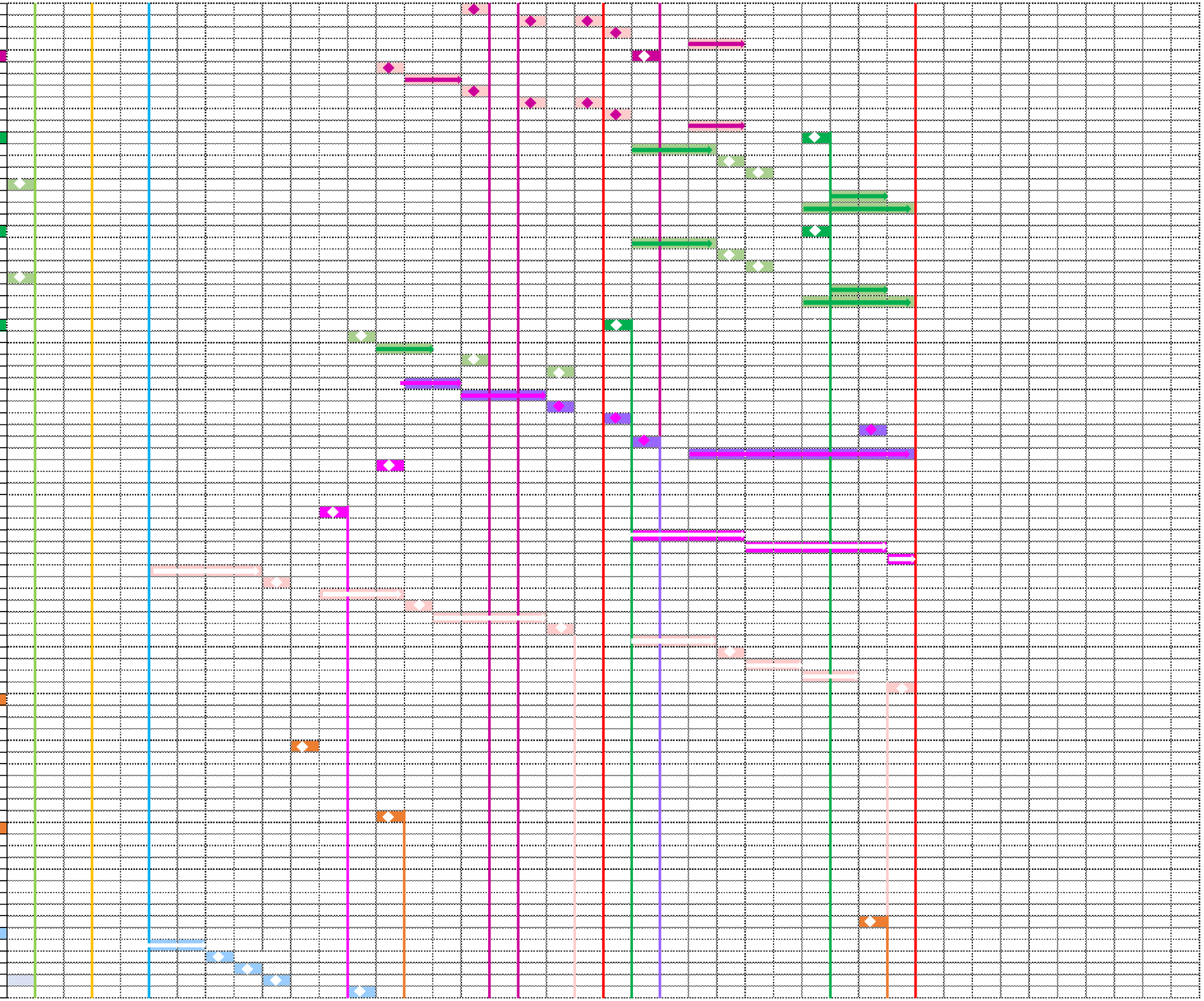
Appendix 4 - Provisional working schedule 2023-2026 for the planning, organisation and coordination of the 27th ICOM General Conference

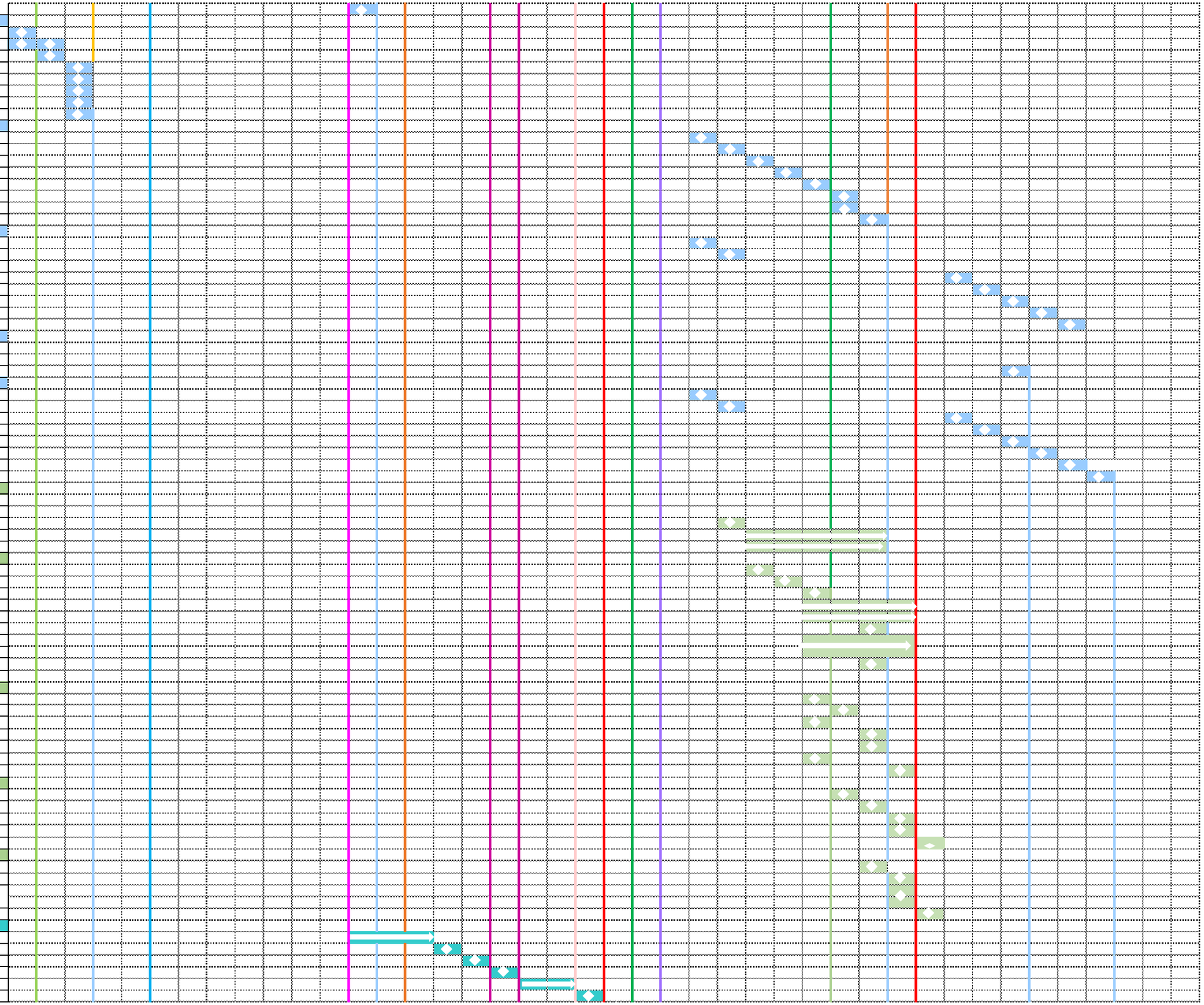
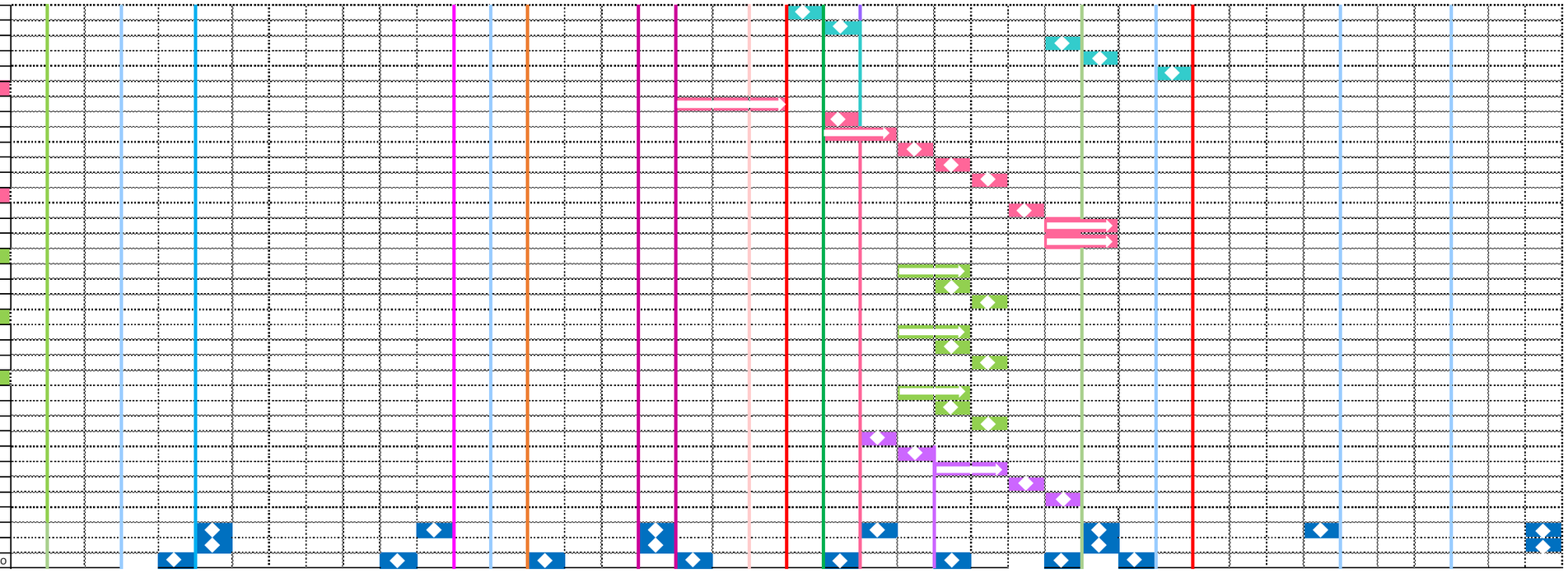
			IN CHARGE
1. Kick-off	1	Composition of the Organising Committee	OC
	2	Establishing of the Organising Committee Beaureau	OC
	3	Negotiating of the contract	ICOM, OC, PCO
	4	Signing of the contract	ICOM, OC, PCO
	5	Apponting Communication Agency	OC
	6	Apponting Press Agency	OC
	7	Apponting Design Agency	OC
2. Budget	8	Public Financing and Sponsorship	OC
	9	Provisional Budget 2026-2025	OC, PCO
	10	Operational Budget 2026	OC, PCO
	11	Budget Review 1st semester 2026	OC, PCO
	12	Budget Review 2nd semester 2026	OC, PCO
	13	Operational Budget 2024	OC, PCO
	14	Budget Review 1st semester 2024	OC, PCO
	15	Budget Review 2nd semester 2024	OC, PCO
	16	Operational Budget 2025	OC, PCO
	17	Budget Review 1st trimester 2025	OC, PCO
	18	Final Budget 2026-2025	OC, PCO
3. Venues	19	Booking the venue(s) for the International Symposium	OC, PCO
	20	Booking the venue(s) for the General Conference	OC, PCO
	21	Booking the venue(s) for the social programme	OC, PCO
	22	Booking satellite venue(s) (if applicable)	OC, PCO
4. Scientific Programme		**4A - International Symposium**	
	23	Conference Programme - Draft 1	ICOM, OC
	24	Conference Programme - Draft 2	ICOM, OC
	25	Conference Programme - Final version	ICOM, OC
	26	Call for papers	OC
	27	Promotion	ICOM, OC
	28	Official invitations	ICOM, OC
	29	Registration	OC, PCO
	30	Logistics organisation	OC, PCO
		4B - Keynote speeches	
	31	Identifying speakers	OC
	32	Submitting proposals to ICOM for validation	OC
	33	Contacting informally speakers	OC
	34	Report to ICOM	OC
	35	Official invitations	ICOM
	36	Managing the follow-up on speakers replies	OC
	37	Travel, accomodation, VISA, registration	OC, PCO
	38	Logistics organisation of the sessions	OC, PCO
		4C - Plenary sessions	
	39	Identifying thematic and speakers	ICOM, OC
	40	Submitting proposals to ICOM	OC
	41	Contacting informally speakers	OC
	42	Report to ICOM	OC
	43	Official invitations	ICOM,OC
	44	Managing the follow-up on speakers replies	OC, PCO
	45	Travel, accomodation, VISA, registration	OC, PCO
	46	Logistics organisation of the sessions	OC, PCO
		3D - Panel sessions	
	47	Identifying thematic and speakers	ICOM, OC
	48	Submitting proposals to ICOM	OC
	49	Contacting informally speakers	OC
	50	Report to ICOM	OC
	51	Official invitations	ICOM,OC
	52	Managing the follow-up on speakers replies	OC, PCO
	53	Travel, accomodation, VISA, registration	OC, PCO
	54	Logistics organisation	OC, PCO
		4E - Workshops and roundtables	
	55	Identifying thematic and speakers	ICOM, OC
	56	Submitting proposals to ICOM	OC
	57	Contacting informally speakers	ICOM, OC
	58	Booking rooms	OC, PCO
	59	Logistics organisation	OC, PCO
		4F - Networking sessions	
	60	Identifying thematics and structuring the session	ICOM
	61	Submitting proposals to the OC	ICOM
	62	Booking rooms	OC, PCO
	63	Logistics organisation	OC, PCO
		4G - ICOM Committees and Working Groups sessions	
	64	Inviting Committees and WG to organise sessions	OC
	65	Sending survey(s)	OC
	66	Informing ICOM about the survey(s) results	OC
	67	Sending to ICOM progress reports	OC
	68	Booking rooms	OC, PCO
	69	Logistics organisation	OC, PCO
		4H - Off-site meetings, Pre/Post-Conference activities	
	70	Appointing local correspondents	OC
	71	Inviting Committees to organise activities	OC
	72	Sending survey(s)	OC



	73	Informing ICOM about the survey(s) results	OC
	74	Sending to ICOM progress reports	OC
	75	Booking venues	OC, PCO
	76	Logistics organisation	OC, PCO
	4I - Sessions proposed by other bodies		
	77	Inviting Committees to organise activities	OC
	78	Sending survey(s)	OC
	79	Informing ICOM about the survey(s) results	OC
	80	Sending to ICOM progress reports	OC
	81	Booking rooms	OC
	82	Logistics organisation	OC, PCO
5. Social Programme	**5A. Opening ceremony and party**		
	83	Identifying tradition theme and performance(s)	OC
	84	Submitting the proposal(s) to ICOM	OC
	85	Establishing speakers and masters of ceremony	OC
	86	Booking the venue(s)	OC, PCO
	87	Drafting scripts and protocols	OC
	88	Sending invitation letters	OC
	89	Logistics organisation	OC, PCO
	5B. Closing ceremony and party		
	90	Identifying tradition theme and performance(s)	OC
	91	Submitting the proposal(s) to ICOM	OC
	92	Establishing speakers and masters of ceremony	OC
	93	Booking the venue(s)	OC, PCO
	94	Drafting scripts and protocols	OC
	95	Sending invitation letters	OC
	96	Logistics organisation	OC, PCO
	5C. Social events, Excursions, Optional events		
	97	Proposing events and itineraries to ICOM	OC
	98	Verifying the logistical faisibility	OC, PCO
	99	Submitting the final plan to ICOM	OC
	100	Booking the venue(s)	OC, PCO
6. Museum Fair	101	Establishing a rental policy and booth typologies	OC, PCO
	102	Establishing an exhibition plan	OC, PCO
	103	Submitting the proposal(s) to ICOM	OC
	104	Drafting a Museum Fair brochure	OC, PCO
	105	Drafting the script of the Opening Ceremony	OC
	106	Opening of the registrations for exhibitors	OC, PCO
	107	Logistics organisation	OC, PCO
7. Communication and Promotion	108	Appointing a communication and press agency	OC
	109	Studying the visual identity of the GC	OC
	110	Submitting to ICOM the plan and the visual identity	OC
	111	Studying a communication and marketing plan	OC
	112	Finalisation of the visual identity and marketing plan	OC
	113	Implementing the plan - Promotional campaign	OC
	114	Early bird registration - Promotional campaign	OC, PCO
	115	Advanced rate registration	OC, PCO
	116	On site registration	OC, PCO
8.ON-LINE CONFERENCE PLATFORM	117	Studying the conference platform architecture	OC, PCO
	118	Submitting the proposal to ICOM	OC
	119	Implementing the production release of the platform	PCO
	120	Testing the Beta version	ICOM, OC
	121	Implementing the final release of the platform	PCO
	122	Setting on line a simplified version for the Symposium (if applicable)	
	123	Producing contents in English	OC
	124	Submitting to ICOM all the contents for validation	OC
	125	Translating the contents in FR and SP	OC
	126	Submitting to ICOM all the contents for validation	OC
	127	Setting on line the platform	OC, PCO
9. Website and Mobile App	**9A. Website**		
	128	Studying the web site architecture	OC, PCO
	129	Submitting the proposal to ICOM	OC
	130	Implementing the production release of the website	PCO
	131	Testing the Beta version	ICOM, OC
	132	Implementing the final release of the website	PCO
	133	Producing contents in English	OC
	134	Submitting to ICOM all the contents for validation	OC
	135	Translating the contents in FR and SP	OC
	136	Submitting to ICOM all the contents for validation	OC
	137	Setting on line the website	OC, PCO
	9B. Mobile App		
	138	Studying the Mobile App architecture	OC, PCO
	139	Submitting the proposal to ICOM	OC
	140	Implementing the production release of the app	PCO
	141	Testing the Beta version	ICOM, OC
	142	Implementing the final release of the app	PCO
	143	Producing contents in English	OC, PCO
	144	Submitting to ICOM all the contents for validation	OC
	145	Setting on the line of the app	PCO
	10A. Promotional brochures		
	146	Editing graphic proposal(s)	OC
	147	Submitting the proposal(s) to ICOM	OC
	148	Preparation the draft in English and Czech	OC
	149	Submitting the 1st draft (EN) to ICOM for validation	OC
	150	Sending the digital version to NCs and Ics	OC



10. Publications	151	Printing/Publishing	OC, PCO
	10B. Sponsorship Prospectus		
	152	Editing graphic proposal(s)	OC
	153	Submitting the proposal(s) to ICOM	OC
	154	Preparation of the 1st draft of the publication in EN CZ	OC
	155	Submitting the 1st draft (EN) to ICOM	OC
	156	Translating the 1st draft in FR and SP	OC
	157	Submitting the 1st draft in FR and SP to ICOM	OC
	158	Preparation of the 2nd draft in EN, FR, SP	OC, PCO
	159	Printing/Publishing	OC, PCO
	10C. General Conference Booklet		
	160	Editing graphic proposal(s)	OC
	161	Submitting the proposal(s) to ICOM	OC
	162	Preparation of the 1st draft of the publication in EN	OC
	163	Submitting the 1st draft (EN) to ICOM	OC
	164	Translating the 1st draft in FR and SP	OC
	165	Submitting the 1st draft in FR and SP to ICOM	OC
	166	Preparation of the 2nd draft in EN, FR, SP	OC, PCO
	167	Printing/Publishing	OC, PCO
	10D. General Conference Report		
	168	Editing graphic proposal(s)	OC
	169	Submitting the proposal(s) to ICOM	OC
	170	Preparation of the 1st draft of the publication in EN	OC
	171	Submitting the 1st draft (EN) to ICOM	OC
	172	Translating the 1st draft in FR and SP	OC
	173	Submitting the 1st draft in FR and SP to ICOM	OC
	174	Preparation of the 2nd draft in EN, FR, SP	OC, PCO
	175	Printing/Publishing	OC, PCO
	9E. General Conference Financial Report		
	176	Submitting the 1st draft (EN) to ICOM	OC, PCO
	177	Submitting the final Financial Report to ICOM	OC
	178	Presentation of the report to the Executive Board	OC
	9F. General Conference proceedings		
	179	Editing graphic proposal(s)	OC
	180	Submitting the proposal(s) to ICOM	OC
	181	Preparation of the 1st draft in English	OC
	182	Submitting the 1st draft (EN) to ICOM	OC
	183	Translating the 1st draft in FR and SP	OC
	184	Submitting the 1st draft in FR and SP to ICOM	OC
	185	Preparation of the 2nd draft in EN, FR, SP	OC, PCO
	186	Printing/Publishing	OC, PCO
11. Media and Press Relations	11A. Press relations		
	187	Studying press relation plan and timeline	OC
	188	Submitting the plan(s) to ICOM (EN) for validation	OC
	189	Implementing the plan - Promotional campaign	OC
	190	Disseminating press releases and press kits	OC
	191	Supporting the press campaing	ICOM
	11B. Press management		
	192	Drafting a press registration form	OC
	193	Submitting the proposal(s) to ICOM for validation	OC
	194	Opening of the registrations for press	OC, PCO
	195	Promotion of the press registration	ICOM ,OC
	196	Monitoring registrations and interview requests	OC
	197	Logisting organisation	OC
	198	Submitting periodically lists and interviews requests for ICOM	OC
	199	President and DG for validation	OC
	200	Drafting press conference structure and briefing	ICOM
	201	Logistics organisation	OC
	11C. Keynote interviews		
	202	Coordinating authorisations from keynotes	OC
	203	Appointing videographer	OC
	204	Booking room for interviews	PCO
	205	Submitting questions interviews to OC	OC
	206	Coordinating keynote agenda	OC
	207	Appointing interpreter(s) (if applicable)	OC
	208	Logistics organisation on site	OC, PCO
	10D. Session video recording		
	209	Selecting sessions to be recorded	ICOM
	210	Coordinating authorisations from speakers	OC
	211	Obtaing EN interpretation for sessions not in EN, FR, SP	OC
	212	Coordinating on-site logistical team	PCO
	213	Submitting videos and EN interpretation recordings to ICOM	OC, PCO
	11E. Institutional video and photographic documentary		
	214	Appointing videographer(s) and photographer(s)	OC
	215	Drafting sequence plan	ICOM
	216	Managing videographer and photographers on site and	PCO
	217	authorisations	
	218	Submitting edited videos and photos to ICOM	OC
Registration	12A. Registration platform		
	219	Studying the registration platform architecture	OC, PCO
	220	Studing the registration questionnaire (EN, FR, SP)	OC, PCO
	221	Submitting the proposal(s) to ICOM	OC
	222	Testing the data import from the ICOM database	OC, PCO
	223	Implementing the production release of the platform	OC, PCO
	224	Testing the Beta version	ICOM, OC



12. F	225	Implementing the final release of the platform	PCO
	226	Setting on line the registration platform	PCO
	227	Graphic proposal(s) of conference badges	OC, PCO
	228	Submitting the proposal(s) to ICOM	OC
	229	Badges production	PCO
13. Travel Grants	13A. Call(s) for aplications		
	230	Preparing the call for applications	ICOM
	231	Launch of the call for applications	ICOM
	232	Application period	ICOM
	233	Checking the eligibility of the candidates	ICOM
	234	Selection of the grantees by the SAREC	ICOM
	235	Communication of the results	ICOM
	13B. Organisation and logistics		
	236	Sending invitation letters and supporting for VISA	OC, PCO
	237	Booking hotels	OC, PCO
	238	Booking travels	OC, PCO
13. Logistics for EB, Secretariat, VIP	14A. ICOM President, DG and Executive Board		
	239	Sending questionnaire about travel, accomodation, VISA	OC, PCO
	240	Sending invitation letters and supporting for VISA	OC, PCO
	241	Booking travel and accomodation	OC, PCO
	14B. ICOM Secretariat		
	242	Sending questionnaire about travel, accomodation, VISA	OC, PCO
	243	Sending invitation letters and supporting for VISA	OC, PCO
	244	Booking travel and accomodation	OC, PCO
	14C. VIPs		
	245	Sending questionnaire about travel, accomodation, VISA	OC, PCO
	246	Sending invitation letters and supporting for VISA	OC, PCO
	247	Booking travel and accomodation	OC, PCO
15. Volunteers	248	Preparing the call for applications	OC
	249	Launch of the call	OC
	250	Application period	OC
	251	Selection	OC
	252	Communication of the results	
	253	Training	OC
16.Reports	254	Executive Board Meetings	OC
	255	General Assembly	OC
	256	Meetings ICOM, OC, PCO (tentative)	ICOM, OC, PCO