

Design Development		Draft design 1	Further develop the meeting design	Simulation with small group if possible	Review design	Develop a meeting script
Background Materials		<i>Determine content needs, sources, and small team to take the lead on drafting background documents</i>	Develop background materials		Send background documents	
Communications and Website	Develop a communication plan and a website	Print flyers and posters	Dissemination of all communication material	Dissemination of all communication material	Campaign in media, involvement of some stakeholders acting as 'ambassadors' in their networks, if possible	Final Press release sent to media
Invitations/ Outreach	2 possible strategies: 1) Identified participants are invited 2) Web registration for any interested stakeholder	1. Identification and Invitations 2. Promotion of the event in different social arenas	1. Identification and Invitations 2. Promotion of the event and recruitment of 'ambassadors'	1. Identification and Invitations 2. If not enough registered participants: intensify communication	If not enough registered participants: intensify communication	
Facilitators, Theme Team, Floor Staff & Volunteers		List of facilitators and Theme team and recruitment plan	Invitations to facilitators and Theme team	Send background documents to facilitators and theme team	Recruitment of volunteers for floor staff	Facilitators and Theme Team training