

## EASOM Summer School Administration

### General work flow

The following text intends to give some generic directions and suggestions for EASOM Summer School to the local organizers, which milestones and when have to be reached in the overall schedule. All given dates are understood as prior to the actual Summer School of issue.

When	What
15 months	<b>General decision</b> to take over for next Summer School (Board of Management)
12 months	<b>General topic</b> of Summer school (3 choices offered by local organizer) decided by EASOM Board of Management => communicated to local organizer
9 months	<b>First draft of agenda/timetable</b> of Summer school presented to EASOM board by local organizer => topics and presenters
8 months	<b>Organizing committee</b> established Defining contact person /administration for requests, bookings Location & accommodation, terms defined <b>First announcement</b> of Summer School ready and published on EASOM website (including short information of venue and topic)
6 months	<b>Agenda/timetable finalised</b> , and submitted to EASOM Board <b>Speakers</b> recruited/ <b>Bank account</b> established/ Summer School Flyer as pdf ready & spread/ <b>Registration form</b> put on EASOM website
4 months	<b>Final decisions</b> within EASOM board during last Board Meeting before summer school (=> local organizer to be invited to participate)/ Starting spreading written booking confirmations, invoices
3 months	Team meeting organizing committee, assistants Defining who does what at the event Participating in EASOM spring board meeting for last questions, adaptations
1 day	Participating in local EASOM board meeting for last questions, administrative issues