

SATURDAY 23 JANUARY 2010	
18.15	Opening Ceremony
19.45	Cocktail Sponsored by Switzerland Tourism Bureau
20.15	Welcome Dinner
SUNDAY 24 JANUARY 2010	
08.30 - 08.45	Overview, Tips and Listening Skills <i>Susanne Kostka</i>
08.45 - 09.30	Non-Medical Association Meetings <i>Michel Neijmann, Pierce Riemer</i>
09.30 - 10.15	Medical Association Meetings <i>André Vietor, Anna Frick</i>
10.15 - 10.45	<i>Coffee break</i>
10.45 - 11.30	Corporate Meetings <i>Patrizia Semprebene Buongiorno</i>
11.30 - 12.15	Governmental Meetings <i>Gonzalo Perez Constanzó</i>
12.15 - 12.45	Meetings Overview <i>Susanne Kostka</i>
12.45	<i>International Buffet Lunch</i>
14.00 - 15.00	Bids <i>André Vietor, Pierce Riemer</i>
15.00 - 15.30	<i>Coffee break</i>
15.30 - 16.30	Creating the Project Plan <i>Sarah Storie-Pugh</i>
16.30 - 16.45	Evaluations
16.45 - 17.00	Introduction to Groups & Tasks <i>Wendy Holloway</i>
17.00 - 19.00	Formation of Working Groups and Companies
19.00 - 20.00	<i>Dinner</i>
MONDAY 25 JANUARY 2010	
08.30 - 08.45	History of Wolfsberg
08.45 - 10.45	Raising and Managing Sponsorship and Exhibitions <i>Philippe Fournier, Sarah Storie-Pugh</i>
10.45 - 11.15	<i>Coffee break</i>
11.15 - 12.15	Promotion of a Congress <i>Michel Neijmann, Jan Tonkin</i>
12.15 - 12.45	Future Trends <i>Panel Master: Michel Neijmann</i> <i>Panel: Philippe Fournier, Anna Frick, Philippe Mahuas, Pierce Riemer</i>
12.45	<i>Photograph</i>
13.00	<i>Lunch</i>
14.00 - 15.00	Current Management Issues <i>Jan Tonkin, Philippe Mahuas</i>
15.00 - 15.30	<i>Coffee break</i>
15.30 - 16.30	Presentation Skills <i>Michel Neijmann, André Vietor</i>
16.30 - 16.45	Evaluations
16.45 - 19.00	Working Groups
19.30	Fondue Evening

ONE FACULTY MEMBER FOR EVERY SIX PARTICIPANTS!

TUESDAY 26 JANUARY 2010	
08.30 - 10.00	Social Programme <i>Susanne Kostka, Patrizia Semprebene Buongiorno</i>
10.00 - 10.30	<i>Coffee break</i>
10.30 - 12.30	Finance <i>Sarah Storie-Pugh</i>
12.30	<i>Asian Buffet Lunch</i>
14.00 - 14.45	Programme Management <i>Philippe Fournier, Jan Tonkin</i>
14.45 - 15.15	CME & CPD <i>Patrizia Semprebene Buongiorno, Anna Frick</i>
15.15 - 15.45	<i>Coffee break</i>
15.45 - 16.30	Registration <i>Philippe Fournier, Gonzalo Perez Constanzó</i>
16.30 - 16.45	Evaluations
16.45 - 19.00	Working Groups
19.00	<i>Dinner</i>
WEDNESDAY 27 JANUARY 2010	
08.30 - 09.30	Accommodation Management <i>André Vietor, Philippe Mahuas</i>
09.30 - 10.00	<i>Coffee break</i>
10.00 - 12.00	Contracts, Insurance and Security <i>Sarah Storie-Pugh</i>
12.00 - 12.10	Evaluations
12.15	<i>Lunch</i>
13.00 - 15.15	Group Rehearsals
15.00 - 15.30	<i>Coffee break</i>
15.30 - 18.30	Group Presentations
19.30	<i>Cocktail</i>
20.00	<i>Gala Dinner</i>
THURSDAY 28 JANUARY 2010	
08.30 - 09.30	Closing Session Presentation of Diplomas
09.45 & 10.15	<i>Transfers to Zurich Airport</i>

GROUP STUDY AND TEAM PRESENTATION

The Seminar is structured as a working project where participants explore the professional work involved in congress organisation. For practical reasons the Seminar will deal mainly with the planning and organising of larger international association congresses, however, this learning experience can be applied to all meetings and special events. Corporate and Governmental meetings are also covered.

Participants will be extensively involved, taking part in group study work, presentations, research and planning culminating in a formal presentation of a working congress. All participants will be encouraged to develop areas of personal skills which they might not have experienced before and to participate as part of an international team, embracing different cultures, levels of expertise and creative yet logical thought processes.

No tape recording is allowed during the Seminar, nor the use of laptops during sessions. The working language of the Seminar is English. Electronic summary notes of the presentations will be provided to form a comprehensive reference file for many years to come.

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