

SATURDAY 15 JANUARY 2011	
18.15	Opening Ceremony
19.45 for 20.15	Cocktail <i>Sponsored by Switzerland Tourism Bureau</i> Welcome Dinner
SUNDAY 16 JANUARY 2011	
08.30 - 08.40	Overview <i>Susanne Kostka</i>
08.40 - 09.20	Non-Medical Association Meetings <i>Michel Neijmann, Pierce Riemer</i>
09.20 - 10.00	Medical Association Meetings <i>André Vietor, Anna Frick</i>
10.00 - 10.30	Coffee break
10.30 - 11.15	Corporate Meetings <i>Patrizia Semprebene Buongiorno</i>
11.15 - 12.00	Governmental Meetings <i>Gonzalo Perez Constanzó</i>
12.00 - 12.45	Meetings Overview & Future Trends (panel discussion) Led by <i>Susanne Kostka</i>
12.45	International Buffet Lunch
14.00 - 15.30	Bids <i>André Vietor, Anne Rødven, Pierce Riemer</i>
15.30 - 16.00	Coffee break
16.00 - 17.00	Creating the Project Plan <i>Sarah Storie-Pugh</i>
17.00 - 17.15	Evaluations
17.15 - 17.30	Introduction to Groups & Tasks <i>Wendy Holloway</i>
17.30 - 19.00	Formation of Working Groups and Companies
19.00 - 20.00	Dinner
MONDAY 17 JANUARY 2011	
08.30 - 09.15	Sustainability <i>Jan Tonkin</i>
09.15 - 10.30	Sponsorship and Industry <i>Sarah Storie-Pugh, Philippe Fournier</i>
10.30 - 11.00	Coffee break
11.00 - 12.45	Exhibitions and Industry <i>Sarah Storie-Pugh, Philippe Fournier</i>
12.45	Lunch
14.00 - 15.00	Promotion of a Congress <i>Michel Neijmann, Jan Tonkin</i>
15.00 - 15.30	Coffee break
15.30 - 16.45	Social Programme <i>Susanne Kostka, Patrizia Semprebene Buongiorno</i>
16.45 - 17.00	Evaluations
17.00 - 19.00	Working Groups
19.30	Reception
20.00	Fondue Evening

ONE FACULTY MEMBER FOR EVERY SIX PARTICIPANTS!

TUESDAY 18 JANUARY 2011	
08.30 - 09.45	Presentation Skills <i>Michel Neijmann, André Vietor</i>
09.45 - 10.15	Coffee break
10.15 - 12.30	Finance <i>Sarah Storie-Pugh</i>
12.30	Asian Buffet Lunch
14.00 - 15.15	Accommodation Management <i>André Vietor, Philippe Mahuas</i>
15.15 - 15.45	Coffee break
15.45 - 16.45	Data Management <i>Jan Tonkin, Gonzalo Perez Constanzó</i>
16.45 - 17.00	Evaluations
17.00 - 19.00	Working Groups
19.00	Dinner
WEDNESDAY 19 JANUARY 2011	
08.30 - 09.15	Stress Management <i>Philippe Mahuas</i>
09.15 - 09.45	Coffee break
09.45 - 11.50	Contracts, Insurance and Risk Management <i>Sarah Storie-Pugh</i>
11.50 - 12.00	Evaluations
12.00	Lunch
13.00 - 15.00	Group Rehearsals <i>Wendy Holloway</i>
15.00 - 15.30	Coffee break
15.30 - 18.30	Group Presentations <i>Wendy Holloway</i>
19.30	Cocktail Reception
20.00	Gala Dinner
THURSDAY 20 JANUARY 2011	
09.00 - 09.30	Closing Part 1
09.30 - 10.30	Keynote: Future Vision 2020 <i>Peter Fisk</i>
10.30 - 11.00	Closing Part 2
From 11.15	Transfers to Zurich Airport

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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