ORGANISATIONAL PROCEDURES

Staff require written information and documentation which will cover the following circumstances:

- staff briefing
- hotel information
- catering
- inclusions in accommodation package
- facilities, transport, shuttle buses, tours, activities
- program or agenda items for the conference.

Summit will produce reports to enable information and documentation to be distributed efficiently.

Establish a given set of requirements to set up a database.

- Establish whether a computerised or manual database (Access, Summit, Events) will be used.

Development of the database should take into account:

- the type of database and information to be input:
  - personal details
  - registration, flight or accommodation details
  - payments
- the information required as output – types specific searches
- common goals to be achieved utilising the database
- the process to be undertaken to successfully utilise the database and achieve these goals.