



## **19<sup>th</sup> IALA CONFERENCE – 28<sup>th</sup> May to 2<sup>nd</sup> June 2018**

### **Republic of Korea**

#### **Preliminary Agenda**

#### **3<sup>rd</sup> International Steering Committee Meeting (ICSC3)**

**Thursday 19 October, Start time 0900, expected finishing time 1700**

This is a standard Agenda to be used for every meeting of the Conference International Steering Committee. Items for discussion at this third meeting appear in bold, black. Items already dealt with or for discussion at a later stage appear in grey, light.

**1) Approval of the Agenda**

2) Set up the Conference Steering Committee

3) Set up the Paper Selection Committee

4) Agree on the 2014 Conference theme / by-line and logo

**5) Select abstracts for presentation**

**6) Develop themes / titles for the various technical sessions**

**7) Agree names of session chairpersons**

a. Update on session Chairs

**b. Consider alternatives if needed**

8) Draft the First Call for Papers

**9) Update from Korea**

**10) Final Conference programme**

**10.1 Overall programme**

10.2 Day 1 and opening ceremony

10.3 Update on abstract selection

**10.4 Structure of technical sessions**

10.5 Chairs and Speakers information / communications

**10.6 Best practice award**

**9) General Assembly arrangements**

10) Check off the tasks to be carried out against the IALA Guideline and IALA Procedure for the Preparation of a Conference or Symposium

11) IALA staff at Conference

**12) Industrial exhibition**

**13) Any Other Business**

**14) Date and place of next meeting**