## Timeline - Overview of planning for 3 events

| 5 November                        | 2 November                     | November 2018 | 29 October                       | 28 October                       | 24 October                       | 23 October                              | 19 October                              | To October                        | 15 October                         | 11 October                          | 10 October              | 1000 C                              | 10 October                                     | time                          | 10 October 1pm NZ | 9 October              | 9 October                       | 4 October  |   |  | 3 October  | 3 October                  | 3 October  |                                      | 3 October                                | 3 October                      | October 2018 | 27 September                  | 26 September                               | 19 September                          | 18 September                        | 17 September                         | 10 September                        | September 2018 | Linda       | Vanya       | Blair        | Leave dates |
|-----------------------------------|--------------------------------|---------------|----------------------------------|----------------------------------|----------------------------------|---|---|-----------------------------------|------------------------------------|-------------------------------------|-------------------------|-------------------------------------|--|-------------------------------|-------------------|------------------------|---------------------------------|------------|---|--|--|----------------------------|------------|--------------------------------------|--|--------------------------------|--------------|-------------------------------|--|---------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|----------------|-------------|-------------|--------------|-------------|
| Pay 80% of est costs for Te Marae | if necessary (50pp quoted for) |               | Deadline for IWGDPT registration | Can release further 10% of rooms | Provide observer profiles to Sec | Settle local speakers, invite observers | Deadline for profiles, reports & papers | Findise APPA guests and logistics | Reminder about profiles, reports & | Final agenda to members for comment | conference) venue costs | Pay 25% of Intercontinental (public | Pay 25% of Intercontinental (APPA) venue costs | GC meeting to finalise agenda |                   | Confirm guest speakers | Finalise open session of agenda | for rates. | rooms. Guests to contact hotel directly | Final date for Intercontinental link for | Arrange Parliamentary AV requirements            | Organise APPA photographer | (torm)     | CPD points for conference attendance | Open registrations for public conference | Updated APPA agenda to members |              | Gather APPA observer profiles | Confirm ticket price for public conference | Draft programme for public conference | Circulate templates for APPA papers | Finalise APPA attendance - including | Pay Intercontinental venue costs x2 |                | 23 - 30 Nov | 13 - 31 Oct | 18 - 26 Sept |             |
| Wellington                        | Wellington                     |               | Queenstown                       | Queenstown                       | Wellington                       | Wellington                              | Wellington                              | Wellington                        | Wellington                         | Wellington                          | Wellington              | AACIIII Proi                        | Wellington                                     | APPA                          |                   | Wellington             | Wellington                      | Wellington |   |  | Wellington                                       | Wellington                 | Wellington |                                      | Wellington                               | Wellington                     |              | Wellington                    | _  | Wellington                            | Wellington                          | Wellington                           | Wellington                          |                |             |             |              |             |
| Host                              | Host                           |               | Host                             | Host                             | Host                             | Host                                    | Secretariat                             | HOST                              | Secretariat                        | Secretariat                         | Host                    | 11030                               | Host   | Sec and Host                  |                   | Secretariat            | Secretariat                     |            |   |  | Host   | Host                       | Host       |                                      | Host                                     | Secretariat & Hos              |              | Host                          | Host                                       | Host                                  | Secretariat                         | Host                                 | Host                                |                |             |             |              |             |
| ST                                | SL                             |               | LW                               | LW, GB                           |                                  |   |   | consult sec                       |                                    |                                     | SL / GO                 | - I >                               | SI / GO  |                               |                   |                        | VV?                             | SL, LW     |   |  | CM, SW   | CM                         | AC, SL     |                                      | CM, AF                                   | Host VV                        |              |                               | AF, JE                                     | AF                                    |                                     | LW                                   | GO                                  |                |             |             |              |             |
|                                   |                                |               |                                  |                                  |                                  |   |   |                                   |                                    |                                     | 1254.38                 |                                     | 762 50   |                               |                   |                        |                                 |            |   |  | Note: need m                                     |                            |            |                                      |  |                                |              |                               |  |                                       |                                     |                                      | \$ 2,725.00                         |                |             |             |              |             |
|                                   |                                |               |                                  |                                  |                                  |   |   |                                   |                                    |                                     | 11 Sept                 | TT 3cbr                             | 11 Sept  |                               |                   |                        |                                 |            |   |  | Note: need microphones on tables and power point |                            |            |                                      |  |                                |              |                               |  |                                       |                                     |                                      | 23-Apr                              |                |             |             |              |             |
|                                   |                                |               |                                  |                                  |                                  |   |   |                                   |                                    |                                     |                         |                                     |  |                               |                   |                        |                                 |            |   |  | and power point                                  |                            |            |                                      |  |                                |              |                               |  |                                       |                                     |                                      |                                     |                |             |             |              |             |
|                                   |                                |               |                                  |                                  |                                  |   |   |                                   |                                    |                                     |                         |                                     |  |                               |                   |                        |                                 |            |   |  |  |                            |            |                                      |  |                                |              |                               |  |                                       |                                     |                                      |                                     |                |             |             |              |             |
|                                   |                                |               |                                  |                                  |                                  |   |   |                                   |                                    |                                     |                         |                                     |  |                               |                   |                        |                                 |            |   |  |  |                            |            |                                      |  |                                |              |                               |  |                                       |                                     |                                      |                                     |                |             |             |              |             |

|  | 20 December  | 1/ December                  | 127 7 100                    | 10 December                  |                            | Post event | 4 December (evening    |                                       | 4 December PM          | 4 December PM            |                                    | 4 December AM                  | (evening)   | 3 December       |                          |                  |                        | 3 December (day)    |                                       | 2 December, 6-8 pm |   | December 2018 | 30 November | 29 November                             | 29 November | 28 November                               | 28-30 November                   | 26-30 November |                                     | 26 November                              | 20 November                               | 19 November                            | 16 November             | 15 November                    | 15 November                  | 14 November |                                    | 14 November             |                                     | 6 November                 | 7 November 1pm NZ time        |
|--|--------------|------------------------------|------------------------------|------------------------------|----------------------------|------------|------------------------|---------------------------------------|------------------------|--------------------------|------------------------------------|--------------------------------|-------------|------------------|--------------------------|------------------|------------------------|---------------------|---------------------------------------|--------------------|---|---------------|-------------|---|-------------|---|----------------------------------|----------------|-------------------------------------|--|---|--|-------------------------|--------------------------------|------------------------------|-------------|------------------------------------|-------------------------|-------------------------------------|----------------------------|-------------------------------|
| Other actions: re minutes; action points; evaluation forms | GC meeting   | Provide draft minutes to sec | Drovido droft minutes to Con | Provide action points to Sec | Pay balance of venue costs |            | 18 Facebook            | Closing cocktail function, 5-6.30pm - | Berlin Grp members     | Public Conference, 1-5pm | Release communique. Add to website | APPA meeting (Broader session) | APPA dinner |                  | Provide evaluation forms | Document minutes | Document action points | 5.30pm              | APPA meeting (Members only), 8.30am - | _                  |   |               | IWGDPT      | Evening function - formal - self funded | IWGDPT      | Evening function - informal - self funded | Registrations and contact person | participants   | Assemble sets of printed papers for | Advise final attendee numbers to Te Papa | Electronically circulate late reports and | Advise expected attendee numbers to Te | Pay balance of catering | Circulate draft themes to host | Circulate reports to members | venue costs | Pay 25% of Intercontinental (APPA) | conference) venue costs | Pay 25% of Intercontinental (public | Deadline for IWGDPT papers | GC meeting (draft communique) |
|  | APPA         | Weilington                   | Wallington                   | Wellington                   |                            |            | Intercontinental Hotel |                                       | Intercontinental Hotel | Intercontinental Hotel   | Wellington                         | Intercontinental Hotel         | 50pp, 7pm   | Shed 5 reserved, | Wellington               | Wellington       | Wellington             | Legislative Chamber | Grand Hall /                          | Te Marae, Te Papa  |   |               | Queenstown  | Queenstown                              | Queenstown  | Queenstown                                | Queenstown                       | Wellington     | _                                   | _  | Wellington                                | Wellington                             | Queenstown              | Wellington                     | Wellington                   | Wellington  |                                    | Wellington              |                                     | Queenstown                 | APPA                          |
|  | Sec and Host | Constitution                 | L Crt                        | Host                         | Host                       |            | Facebook / host        |                                       | Host                   | Host                     | Sec                                | Host                           | Host        |                  | Host                     | Host             | Host                   | Host                |                                       | Sponsor / Host     |   |               | Host        |   | Host        | Host                                      | Host                             | Host           |                                     | Host                                     | Host                                      | Host                                   | Host                    | Secretariat                    | Secretariat                  |             |                                    | Host                    |                                     | Host                       | Sec and Host                  |
|  |              |                              |                              |                              |                            |            | AF                     |                                       | TBC                    | 175pp capacity           | SW                                 | 0-1                            | JQ          | de               | Ď                        | 2+ minute takers | 2+ minute takers       |                     |                                       | AF, SL             | 2 |               |             | LW                                      |             | LW  | VV, LW                           | JQ, SL, AC     |                                     | SL                                       | LW?                                       | SL                                     | LW                      |                                |                              | SL/GO       |                                    | SL / GO                 |                                     |                            | 2                             |
|  |              |                              |                              |                              |                            |            | 175pp                  |                                       |                        |                          |                                    |                                |             |                  |                          |                  |                        | 50pp                |                                       | SUpp               |   |               |             |   |             |   |                                  |                |                                     |  |   |  | 4732.00                 |                                |                              | 984.40      |                                    | 548.40                  |                                     |                            |                               |
|  |              |                              |                              |                              |                            |            |                        |                                       |                        |                          |                                    |                                |             |                  |                          |                  |                        |                     |                                       |                    |   |               |             |   |             |   |                                  |                |                                     |  |   |  | 8 Nov                   |                                |                              | 20 Nov      |                                    | 20 Nov                  |                                     |                            |                               |
|  |              |                              |                              |                              |                            |            |                        |                                       |                        |                          |                                    |                                |             |                  |                          |                  |                        |                     |                                       |                    |   |               |             |   |             |   |                                  |                |                                     |  |   |  |                         |                                |                              |             |                                    |                         |                                     |                            |                               |