












Organizing an Academic Conference - a Checklist

Task	Deadline?	Done?
Planning the Equipment and Amenities		
Grant Application:  Grant/funding applications for events can be submitted to the Paderborn University Society. Check out the information sheet (only available in German) for more information.		
Request catering quotes (in Paderborn):  For example, catering offered by the Studierendenwerks Paderborn . A billing object is used for paying the Studierendenwerk.		
Contact Paderborn University's Foodsharing Service:  If there is leftover food after your event, contact Paderborn University's sustainability initiative regarding food recycling. Members of the initiative will pick up your leftover food and redistribute it.		
Check technical equipment and use support if needed:  Technical support and borrowing technical equipment via the Paderborn University Information and Media Technologies Centre (IMT) .		
Submit a room request:  Contact Paderborn University's central room administration to reserve the (conference) rooms. There are some hybrid systems as well as mobile hybrid systems available, please contact the IMT for more information.		
Create accessibility:  Consider using additional support, for example through student assistants or financial support for sign language interpreters.		
Organizing and Promoting the Conference		
Create promotional material (using corporate design templates): <ul style="list-style-type: none"> • Flyers • Website • Texts for further use • Conference agenda / booklet You can print your materials at  In-house print shop : Billing via a billing object. AStA Copyservice		
Write a press release:  The public relations department are happy to write an internal notice or a press release regarding your event. You can also use your faculty's email distribution list.		
Create conference gift bags:  Check out the Unishop to find possible gifts for conference gift bags and pay them via a billing object.		
Choose and design your communication platforms:  You can use the web-based platform KOMO or the Paderborn University blog for saving and sharing things like presentations, content, and surveys with the conference participants. Both a KOMO course and a blog can be requested from the Paderborn University IMT .		
Photo reportage:  You can contact the public relations department if you would like them to take pictures of your event.		

After the event, if desired:



- Create a survey, for instance using the tool [LimeSurvey](#)
- Write a conference report

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