

# 27<sup>th</sup> ICOM General Conference 2025

## Appendix 4

Provisional working schedule 2023-2026 for  
the planning, organisation and coordination of the  
ICOM General Conference



[illegible]

[illegible]



Task		Responsible	Start Date	End Date	Dependencies
11. Registration	201 Drafting sequence plan	ICOM			
	202 Managing videographer and photographers on site and authorisations	PCO			
	203 Submitting edited videos and photos to ICOM	OC			
	11A. Registration platform				
	205 Studying the registration platform architecture	OC, PCO			
12. Travel Grants	206 Studing the registration questionnaire (EN, FR, SP)	OC, PCO			
	207 Submitting the proposal(s) to ICOM	OC			
	208 Testing the data import from the ICOM database	OC, PCO			
	209 Implementing the production release of the platform	OC, PCO			
	210 Testing the Beta version	ICOM, OC			
	211 Implementing the final release of the platform	PCO			
	212 Setting on line the registration platform	PCO			
	213 Graphic proposal(s) of conference badges	OC, PCO			
	214 Submitting the proposal(s) to ICOM	OC			
	215 Badges production	PCO			
12A. Call(s) for applications	216 Preparing the call for applications	ICOM			
	217 Launch of the call for applications	ICOM			
	218 Application period	ICOM			
	219 Checking the eligibility of the candidates	ICOM			
	220 Selection of the grantees by the SAREC	ICOM			
	221 Communication of the results	ICOM			
	12B. Organisation and logistics				
13. Logistics for Eb, Secretariat, VIP	222 Sending invitation letters and supporting for VISA	OC, PCO			
	223 Booking hotels	OC, PCO			
	224 Booking travels	OC, PCO			
	13A. ICOM President, DG and Executive Board				
	225 Sending questionnaire about travel, accomodation, VISA	OC, PCO			
	226 Sending invitation letters and supporting for VISA	OC, PCO			
	227 Booking travel and accomodation	OC, PCO			
	13B. ICOM Secretariat				
	228 Sending questionnaire about travel, accomodation, VISA	OC, PCO			
	229 Sending invitation letters and supporting for VISA	OC, PCO			
14. Volunteers	230 Booking travel and accomodation	OC, PCO			
	13C. VIPs				
	231 Sending questionnaire about travel, accomodation, VISA	OC, PCO			
	232 Sending invitation letters and supporting for VISA	OC, PCO			
	233 Booking travel and accomodation	OC, PCO			
	234 Preparing the call for applications	OC			
	235 Launch of the call	OC			
Reports Meetin	236 Application period	OC			
	237 Selection	OC			
	238 Communication of the results				
	239 Training	OC			
	240 Executive Board Meetings	OC			
	241 General Assembly	OC			
	242 Meetings ICOM, OC, PCO (tentative)	ICOM, OC, PCO			

