

80th Post-graduate Seminar on Managing Non-traumatic Acute Abdomen (19<sup>th</sup> – 21<sup>st</sup> October, 2011)

## Action Plan-Checklist

No	Activity	Dates		Responsible person	Remarks
		Due	Completed		
1	Inform department responsible	April 2011	April 2011 (email)	Education Committee Secretary K. Kilonzo	
2	Action Plan development (proposal)	15 <sup>th</sup> June, 2011	05/06/11	Education Committee Secretary K. Kilonzo	
3	1 <sup>st</sup> Meeting with scientific Co-ordinator -Discuss action plan	'30 <sup>th</sup> June, 2011 (3 months before)	08/06/11	Education Committee Secretary K. Kilonzo	
	2 <sup>nd</sup> Meeting Educational Committee -Discuss Progress	21 <sup>st</sup> June, 2011		EDS Kajiru	
	3 <sup>rd</sup> Meeting Educational Committee	mid July		EDS Kajiru	
	4 <sup>th</sup> Meeting Educational Committee	1 <sup>st</sup> week September		EDS Kajiru	
4	Book venue and projector A. Write a letter to AMO office B. Standby Projector C. IT person to be available during seminar D. Inventor, Batteries and UPS	'8 <sup>th</sup> June, 2011 15 <sup>th</sup> July, 2011 15th July, 2011 15th July, 2011 15th July, 2011	08/06/11	Administrative Secretary    Mrs Neema Mosha	
5	Invite participants/Sponsors -Write letter -Post letters  -Update list of Hospitals  -Invite CMO/DHS to Open meeting	30 <sup>th</sup> June, 2011 (3 months before)  30 <sup>th</sup> June, 2011  30 <sup>th</sup> June, 2011		Scientific Coordinator Dr C. Kondo Administrative Secretary Mrs Neema Mosha Administrative Secretary Mrs Neema Mosha Kajiru/EDR	

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-Letters to local sponsors Write to International Society of Surgeons for sponsorship	30 <sup>th</sup> June, 2011 30 <sup>th</sup> June, 2011 (3 months before)	K. Kilonzo Scientific Coordinator Dr C. Kondo	
6 Develop conference website. Open registration	30 <sup>th</sup> June, 2011 (3 months before)	Education Committee Secretary K. Kilonzo Hans Yambazi	website sent to all
7 Develop Budget	30 <sup>th</sup> July, 2011	Mrs Msuya/Neema Mosha	
8 Development of Scientific Program	30 <sup>th</sup> July, 2011 (2 months before)	Scientific Coordinator Dr C. Kondo	
9 Book rooms for presentors Prepare accomodation information	30 <sup>th</sup> July, 2011 (2 months before)	Administrative Secretary Mrs Neema Mosha	
11 Follow up calls to invitees -at least all hospitals in northern Zone	30 <sup>th</sup> August, 2011 (1 month before)	Administrative Secretary Mrs Neema Mosha	
12 Meeting with Chairman of Education Committee -Brief progress -Budget approval	30 <sup>th</sup> August, 2011 (1 month before) 13 <sup>th</sup> or 14 <sup>th</sup> Sept, 2011	Education Committee Secretary K. Kilonzo	
13 Opening remarks written	30 <sup>th</sup> August, 2011 (1 month before)	Scientific Coordinator Dr C. Kondo	
14 Conference announced at KCMC Plus newspapers, TV and Radio	30 <sup>th</sup> August, 2011 (1 month before)	Education Committee Secretary  K. Kilonzo	
15 Presentation summaries collected and edited	15 <sup>th</sup> Sept, 2011	Scientific Coordinator Dr C. Kondo	
16 CDs Burned	30 <sup>th</sup> Sept, 2011	Administrative Secretary Mrs Neema Mosha	
17 Name Tags Printed	10 <sup>th</sup> October, 2011	Administrative Secretary Mrs Neema Mosha	
18 Presentors evaluation forms printed	10 <sup>th</sup> October, 2011	Education Committee Secretary K. Kilonzo	