

Uncertain Climate Futures Poster Event Timeline

Parallel Work

Activities/Tasks	Deadline		Stakeholder(s)
	Date	Time	
Submitting Final Poster Abstracts	17.06.2024	EOD	Individual Students > Scientific Committee POC (via email)
Abstract Clustering	21.06.2024	EOD	Scientific Committee
Booking Event Venue	21.06.2024	EOD	Technical Team
Finalizing Event Structure and Protocol	21.06.2024	EOD	Chair & Technical Team
Communicating Final Event Plan to Advertising and On-Site Logistics Team	21.06.2024	EOD	Chair & Technical Team
Initial Event Advertisement	26.06.2024	EOD	Advertising Team (via email, social media & poster/flyer)
Confirming Food and/or Drinks Order	28.06.2024	EOD	On-Site Logistics Team
Submitting Final Posters	30.06.2024	EOD	Individual Students > Technical Team POC (via email)
Event Reminder	01.07.2024	EOD	Advertising Team (via email & social media)
Poster Printing	01.07.2024	TBC (after communicating with CEN IT)	Professors (later Technical Team & On-Site Logistics Team)
Setting Up Event Venue	04.07.2024	08.00–10.00	On-Site Logistics Team
Poster Presentation Event	04.07.2024	10.15–11.45	On-Site Logistics Team, Chair, Scientific Committee

* Point-of-Contact (POC), End of Day (EOD), To be Confirmed (TBC)