

4.9.1. Identification, selection and confirmation

Participants' experience is at the heart of any convening planning and implementation. To achieve a positive and welcoming experience, having internal coordination, clear information systems, feasible timeline and clear budget are critical.

APC practises having a centralised participants' list managed by Ops core team or Ops programme staff when the convening is managed by programmes/teams. The participants' list is incorporated in the Convening Logistics Mainsheet and cross-referenced with all participants' needs such as flights, dietary needs, visa, airport shuttles and so on. It is the responsibility of the APC systems and information coordinator to create the logistics registration survey, maintain it, and store and update all registration information in the participants' list.

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We can have a predefined participants' list in case of internal convenings such as internal organisational meetings or project/partner/consortium meetings, where all participants are already known barring a few external resource persons or invitees. In all other kinds of convenings, participants' lists are finalised based on invitations or a call for applications followed by a selection process by the organising team.

Depending on the model, predefined participants' list or to-be-defined participants list. the timeline changes. In the latter case, three to four weeks need to be added to the overall timeline to adapt.

Revision #3

Created 2026-03-26 09:24:00 UTC by shivani

Updated 2026-03-26 12:19:58 UTC by shivani