TIM WBS												
Task	responsible	Pre-event					Event		Post-event			
		month 1	month 2	month 3	month 4 month 5	month 6	1,2 or 3 days	month 1	month 2	month 3	month 4	Additional Information
determining the annual host of the event												
Establishing an Executive Committee with experienced staff and liaising with corresponding companies in the Host country												
forming the steering committee												
identifying key contents												
calling for sponsorship												
preparing the event agenda												
creating an event media anagement working group (MMWG)												
preparing the event media plan												
call for attracting participants												
selecting the participants and people												
sending invitation letter												
developing mentoring program and determining event mentors												
determining the location and assessing the necessary facilities												
determining the mechanism of registration and participation												
holding the event												
preparing reports for each part/ documenting												
media management												
Follow-Up, monitoring and updating the status of the cooperation between the parties												
preparing lessons learned from the event												
guiding to other events												
benchmarking solutions												