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Events Management Team (PCO) – Onsite C3 Plan

(Insert country & year here) ADB Annual Conference

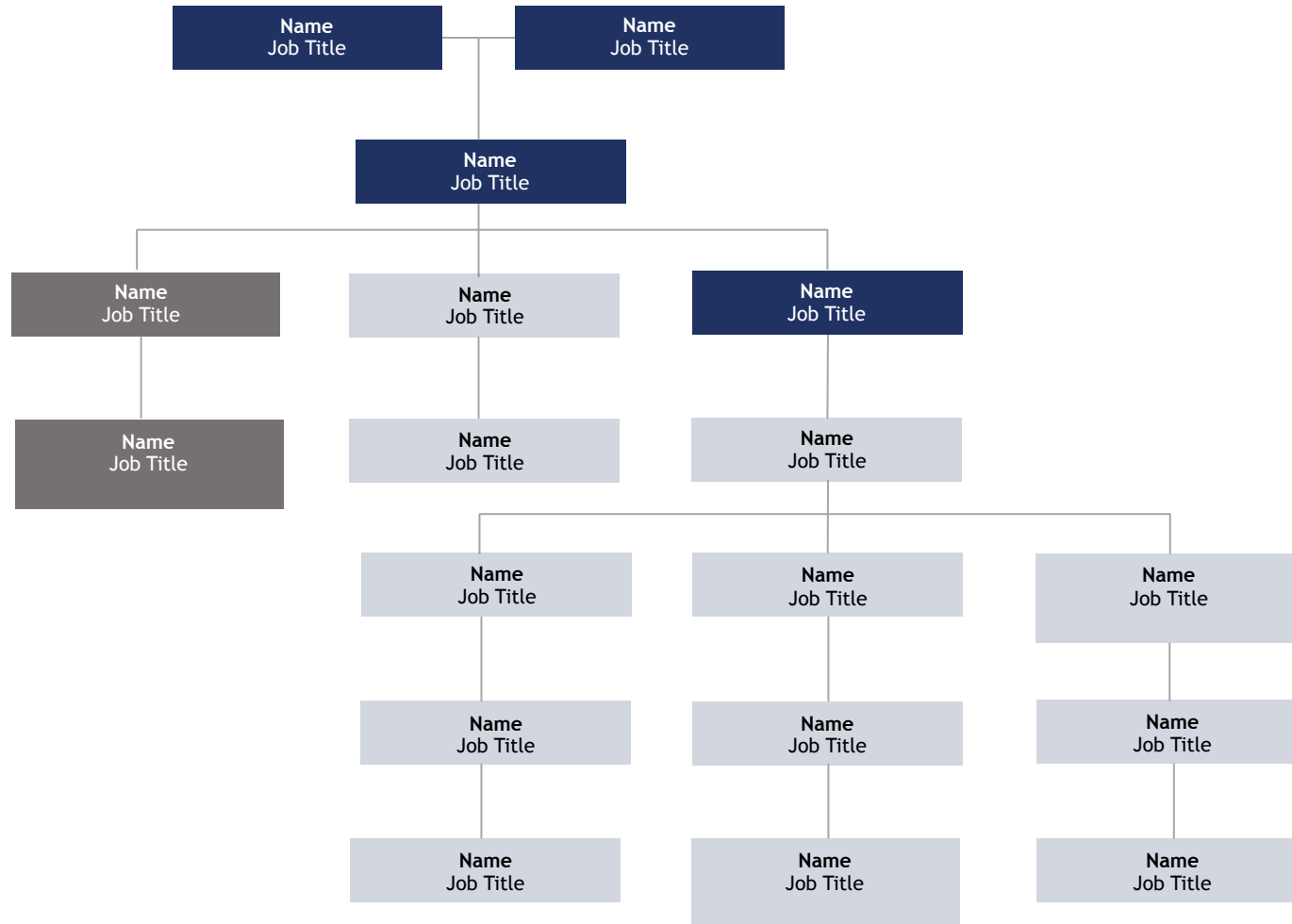# Planning Documents

DOCUMENT	STATUS	RESPONSIBLE
xxxx	xxxx	xxxx

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XXX

Organisation Chart

Onsite PCO Events Team

Name Job Title	**Name** Job Title

Name Job Title

Name Job Title	**Name** Job Title	**Name** Job Title

Name Job Title	**Name** Job Title	**Name** Job Title

Name Job Title	**Name** Job Title	**Name** Job Title

Name Job Title	**Name** Job Title	**Name** Job Title

Name Job Title	**Name** Job Title	**Name** Job Title

HC – Onsite Roles and Responsibilities

Inclusive of Bump In & show dates (insert dates)

NAME	NAME		NAME	NAME	NAMES
NAME	NAME		NAME	NAME	

ESCALATION POINT   ESCALATION POINT   ESCALATION POINT

BRANDING/ THEMING	VENUE 1 XXX	VENUE 2 XXX	VENUE 3 XXX	VENUE 4 XXX	VENUE 5 XXX	VENUE 6 XXX	AIRPORT	TRANSPORT COMPOUND
Name Job Title	**Name** Job Title							
Name Job Title	**Name** Job Title							
Name Job Title	**Name** Job Title							
Name Job Title	**Name** Job Title							

Escalation Contact

Communication Channels - Overview

PCO Events Team

EVENT MANAGEMENT TEAMS	MCS & ADB Key Stakeholders	Other Stakeholders
MCS, Rosie, AV, Venue banquets team & venue event managers (ADB requirements TBC)	ADB Secretariat / Management team MCS Management team	Emergency services, 3rd Party suppliers, all other ADB and MCS stakeholders etc

Setup Viber/ WhatsApp Groups:

xx - Viber / WhatsApp Group 1

Setup Viber / WhatsApp Groups:

Xxx – Viber / WhatsApp Group 1

Phone Call:

xxx

MOBILE APP
Viber / WhatsApp

MOBILE APP
Viber / WhatsApp

MOBILE PHONE
Call

Event Production Team

Event Days Onsite Briefing / Debriefs schedule

LOCATION

DENARAU EVENT TEAM (SLIDE 5 TEAM)	PCO, AUDIO & VISUAL, VENUE, SUPERVISORS – MAIN EVENT VENUES	CONFERENCE PERSONNEL GROUPS
Location: xxx **Facilitator:** xxx	**Location:** xxx **Facilitator:** xxx	**Location:** xxx **Facilitator:** xxx
Briefing: Date Time	**Briefing:** Date Time	**Briefing:** Date Time

LOCATION

EVENT TEAMS - PCO	PCO, AUDIO & VISUAL, VENUE, SUPERVISORS – MAIN EVENT VENUES	PCO AND VENUE BANQUET TEAM
Location: xxx **Facilitator:** xxx	**Location:** xxx **Facilitator:** xxx	**Location:** xxx **Facilitator:** xxx
Briefing: Date Time	**Briefing:** Date Time	**Briefing:** Date Time

XXXX

Conference Personnel Comms Routing

Onsite

Name

Name

NAME JOB TITLE	NAME JOB TITLE	NAME JOB TITLE	NAME JOB TITLE	NAME JOB TITLE	NAME JOB TITLE	NAME JOB TITLE	NAME JOB TITLE

ESCALATION POINT   ESCALATION POINT   ESCALATION POINT

GROUP 1 XXX	GROUP 2 TRANSPORT	GROUP 3 VENUE	GROUP 4 VENUE	GROUP 5 VENUE	GROUP 6 VENUE	GROUP 7 TRANSPORT	GROUP 8 SECRETARIAT
xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx

Communication Channels - Overview

Conference Personnel

SUPERVISORS & EVENT MANAGERS

Setup Viber / WhatsApp Groups:

Xx - Viber / WhatsApp Group 1

MOBILE APP
Viber / WhatsApp

Conference Personnel

Event Days Onsite Briefing / Debriefs schedule

Supervisor Briefing	VENUE – Group 3	Registration/Media – Group 1	VENUE – Group 4	Secretariat – Group 8
Briefing Location: xxxx	**Briefing Location:** xxxx	**Briefing Location:** xxxx	**Briefing Location:** xxxx	**Briefing Location:** xxxx
Briefing: Date Time	**Briefing:** Date Time	**Briefing:** Date Time	**Briefing:** Date Time	**Briefing:** Date Time
Debrief: Date Time	**Debrief:** Date Time	**Debrief:** Date Time	**Debrief:** Date Time	**Debrief:** Date Time

Issue Management(Escalation Points)

Xxx

xxxx:

- xxxx

Issue Management(Escalation Points)

Start	Activity	Location	Category	Responsible	Supplier
xxx	xxx	xxx	xxx	xxx	xxx

Conference Training Schedule

Start	Activity	Location	Category	Responsible	Supplier
xxx	xxx	xxx	xxx	xxx	xxx

Radio Comms SOW

XXXX

XXXXX

xxxx.

VENUE

xxxx

- xxx

CHANNELS

Channel 1: xxx	Channel 6: xxx
Channel 2: xxx	Channel 7: xx
Channel 3: xxx	Channel 8: xxx
Channel 4: xxx	Channel 9: xx
Channel 5: xxxx	Channel 10: xxx

- Xxx

- Xxx

- Xxx
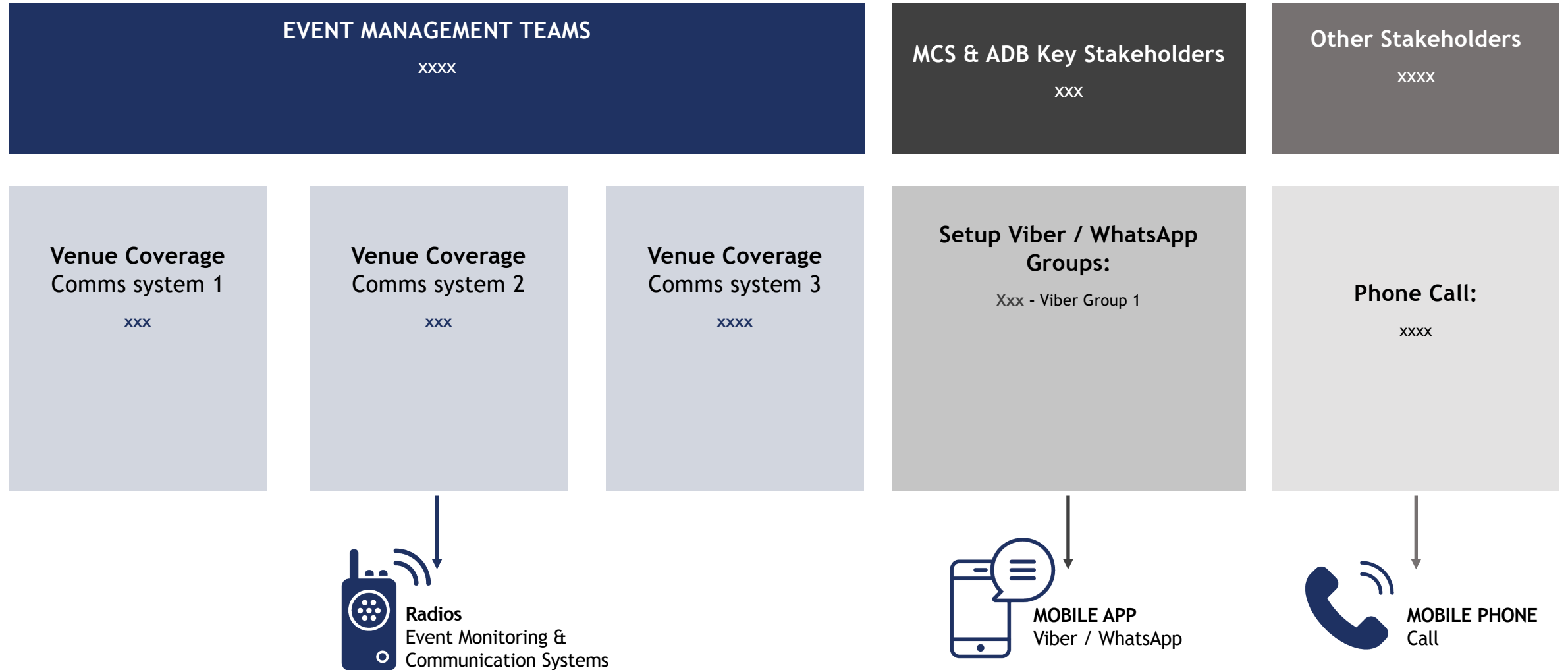
- xxx

Issue Management(Escalation Points)

xxxxxxxx

xxxxxxx:

- xxxxxxxxxx

Communication Channels - Overview

PCO / HC Events Team

EVENT MANAGEMENT TEAMS xxxx	MCS & ADB Key Stakeholders xxx	Other Stakeholders xxxx

Venue Coverage
Comms system 1

xxx

Venue Coverage
Comms system 2

xxx

Venue Coverage
Comms system 3

xxxx

Setup Viber / WhatsApp Groups:

Xxx - Viber Group 1

Phone Call:

xxxx

Radios
Event Monitoring & Communication Systems

MOBILE APP
Viber / WhatsApp

MOBILE PHONE
Call

Communication Channels - Overview

Conference Personnel

Conference Personnel & Event Managers

xxxx

Setup Viber / WhatsApp Groups:

Xx - Viber / WhatsApp Group 1

MOBILE APP
Viber / WhatsApp