

# Advanced Printing Checklist

## Chapter 26. Printing and Printable Materials

The following is a checklist of other printed materials produced in advance for the Annual Meeting, showing printing by ADB and printing by Host country.

Title of Printed or Online Materials	To be Printed by			Further Action by	
	ADB		Host Country	ADB	Host Country
	Manila	Onsite			
Arrangement paper	x			Provide draft to host country.	Endorse finalization and printing.
General information for web page (not printed)				Request information from the host organizing committee (HOC).	Provide information and high-resolution photographs.
				Send the draft to the HOC.	Comment on the draft before final layout and uploading to the ADB Annual Meeting website.
				Provide link to the HOC.	Approve the link for uploading to ADB Annual Meeting website.
Information bulletins	x			Provide draft to the HOC.	Provide inputs and comments on the draft.
Document folder with business documents	x			Provide draft to the HOC.	Approve the design.
Annual Meeting identification badges with emergency number	x			Provide draft to the HOC.	Check the information, and approve the design.
AM Event Program (web version)				Provide draft to the HOC.	Comment on the draft before final layout and printing.
InfoMap		x		Provide draft to the HOC.	Comment on the draft before final layout and printing.
Invitation cards for restricted official networking events hosted by HOC, if required			x		Provide to the registration center for placing in registration envelopes.
Shuttle bus schedules, if any			x		
Evacuation Plan		x	x		To be placed in the conference bag.

--	--	--	--	--	--