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Events Management Team (PCO) – Onsite C3 Plan
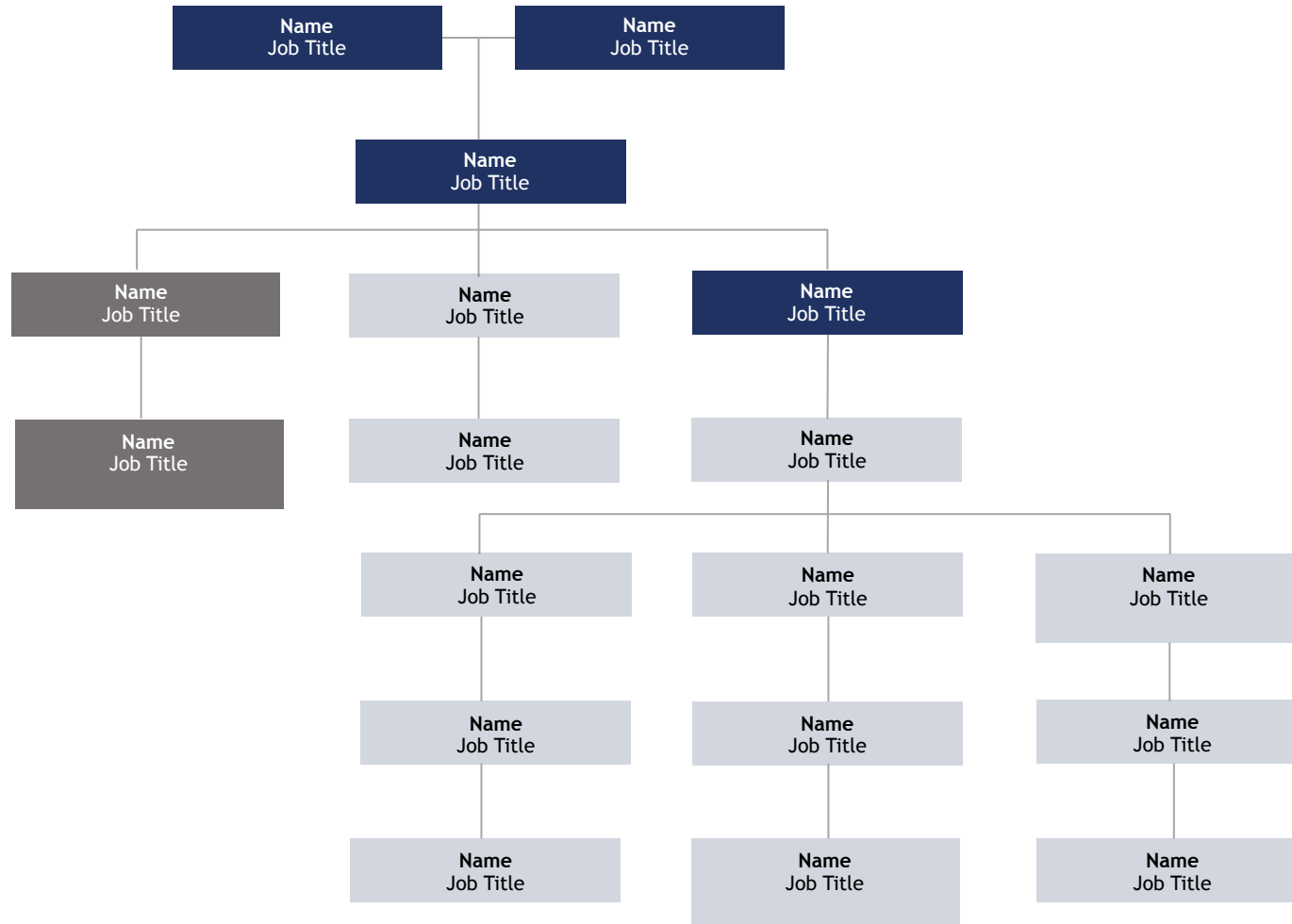
(Insert country & year here) ADB Annual Conference

Planning Documents

DOCUMENT	STATUS	RESPONSIBLE
xxxx	xxxx	xxxx

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

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Job Title

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Job Title

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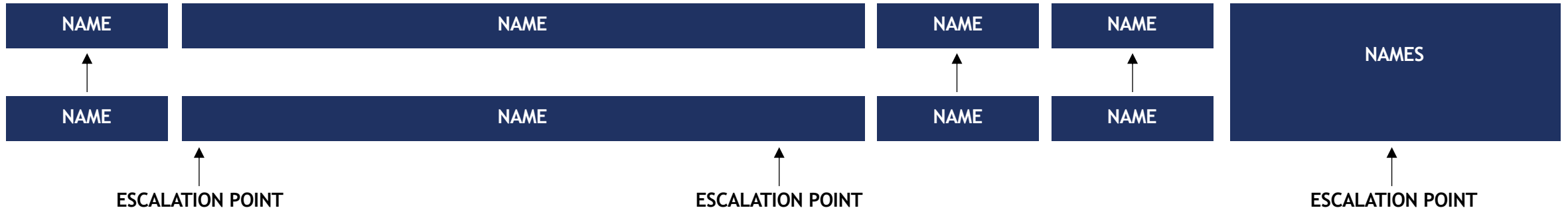
BRANDING/ THEMING	VENUE 1 XXX	VENUE 2 XXX	VENUE 3 XXX	VENUE 4 XXX	VENUE 5 XXX	VENUE 6 XXX	AIRPORT	TRANSPORT COMPOUND
Name Job Title	**Name** Job Title							
Name Job Title	**Name** Job Title							
Name Job Title	**Name** Job Title							
Name Job Title	**Name** Job Title							

Escalation Contact

Communication Channels - Overview

PCO Events Team

| EVENT MANAGEMENT TEAMS	Host Country/PCO & ADB Key Stakeholders	Other Stakeholders
PCO, 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
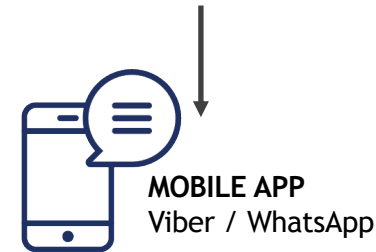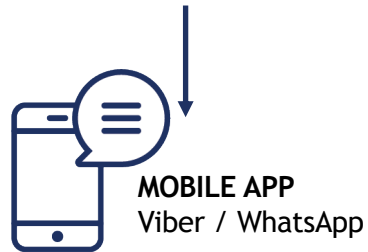
Event Production Team

Event Days Onsite Briefing / Debriefs schedule

LOCATION

XXX)	XXXX	XXX
Location: xxx **Facilitator:** xxx	**Location:** xxx **Facilitator:** xxx	**Location:** xxx **Facilitator:** xxx
Briefing: Date Time	**Briefing:** Date Time	**Briefing:** Date Time

LOCATION

XXX	XXX	XXX
Location: xxx **Facilitator:** xxx	**Location:** xxx **Facilitator:** xxx	**Location:** xxx **Facilitator:** xxx
Briefing: Date Time	**Briefing:** Date Time	**Briefing:** Date Time

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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 2: xxx

Channel 3: xxx

Channel 4: xxx

Channel 5: xxxx

Channel 6: xxx

Channel 7: xx

Channel 8: xxx

Channel 9: xx

Channel 10: xxx

- Xxx

- Xxx

- Xxx

- xxx

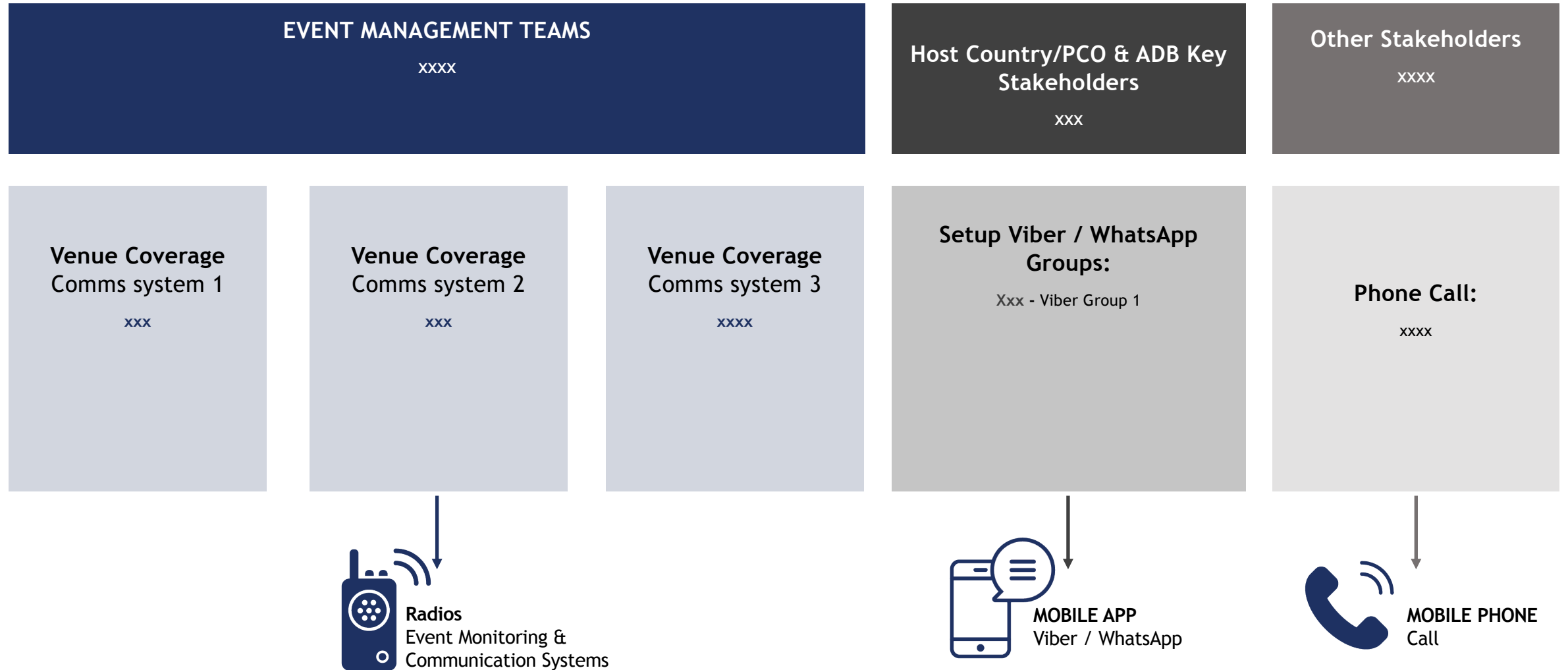# Issue Management(Escalation Points)

xxxxxxxx

xxxxxxx:

- xxxxxxxxxx

Communication Channels - Overview

PCO / HC Events Team

EVENT MANAGEMENT TEAMS	Host Country/PCO & ADB Key Stakeholders	Other Stakeholders
xxxx	xxx	xxxx

Venue Coverage Comms system 1	Venue Coverage Comms system 2	Venue Coverage Comms system 3	Setup Viber / WhatsApp Groups:	Phone Call:
xxx	xxx	xxxx	Xxx - Viber Group 1	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