

**Couples for Christ Greater Mekong Area (GMA) Conference
Bangkok, Thailand
8-10 December 2006**

WORKING GROUPS

Overall Executive Direction:

CFC Thailand Council

- Responsible for the overall organization of the Conference.
- Mobilize the CFC Thailand to organize the Conference through working groups.
- Promote active participation from GMA and other countries to the Conference.
- Provide overall guidance and direction in organizing the Conference.

Overall Coordination:

Edgar/Moonyeen Dante

- Coordinate activities of all working groups.
- Brief working groups of their responsibilities.
- Send out invitations/communications to prospective participants.
- Prepare overall budget and financial statement.
- Develop the Conference website and manage the online registration of participants.
- Answer queries from participants about the Conference.

Event coordinators:

(see Conference Programme for assignments)

- Liaise with all event presenters/speakers and ensure that they fully understand/aware of their respective roles and time limits.
- Check logistics requirements for the event, including PowerPoint, CD, cassette, etc. and coordinate with logistic coordinator.
- Ensure that the event starts on time, ends on time and follows the programme of the Conference.
- Provide technical assistance to presenters and speakers.
- Report to overall coordinator (Edgar/Moonyeen) any foreseen problems with the event.

Registration: UN HOLD
Babes, Ayin, Violy, Betty, Jane, Tap, Mary, Joyce, Bridgette, Pinya

- Prepare registration ID/name tags.
- Setup registration desks. There should be enough desks to ensure efficient registration process. (Note: CFC Thailand members are urged to pre-register through their respective unit and chapter leaders.)
- Prepare registration form (user-friendly, minimum info requirement). Make use of existing online database to generate filled-in registration forms.
- Collect payment from the participants.
- Prepare a financial report on registration payments.
- Prepare and distribute Conference kit/ documents at the registration desks.
- Prepare meal tickets and distribute at registration.
- Reconfirmation of airtickets

Finance: Moonyeen Dante, Ann Fontanilla and Carla Gonzales

- Prepare an overall financial plan of the Conference and present it to the Council for approval.
- Open bank account for the Conference.
- Make all necessary payments.

Food and accommodation coordinator Boni Manikam

- Liaise with Baan Phu Waan regarding accommodation, meeting rooms, food and payments.
- Provide assistance to participants regarding their food and accommodation needs and requirements.

Logistics and documentation (video, audio): Gail, Bong, Alain and Marlou

- Serve as focal point for logistics and documentation.
- Ensure proper functioning of lights and sound system.
- Coordinate stage, light and sound system and electronic control with Baan Phu Waan.
- Provide effective communication link between stage and control room
- Prepare video highlights of the Conference after the event.
- Record all key talks.
- Operate PPT presentations and sound/recording system equipment.

Conference rooms decoration/preparation/restoration: AIT Unit (c/o Art/Laarni Roa)

- Design and setup the backdrop of the Conference's main stage
- Request for budget from CFC Council and purchase all necessary materials for the decoration and backdrop.
- Setup flower arrangements at the stage and at the floor.
- Setup table and chair arrangements at the floor.
- Ensure that the decorations/flower arrangements are ready by Thursday, 7 December 2006.
- As necessary, remove stage decorations and restore conference room after the event.

1st Fellowship Night (Thailand): Bangkok Chapter (c/o Gerwin/Rizza)

- Propose an overall theme and a programme for discussion/approval by the Council
- Assign presentations to respective ministries, units and chapters, including up-country areas (one each from Tharae, Ubon, and Chiangmai).
- Develop guidelines for presentations, e.g. time limits, participants, type of presentations (dance, drama, etc.), costumes and others.
- Assign emcees and prepare talking points/script, if necessary.
- Follow-up of the preparations of each presenter and, if necessary, ensure that presentations are of good and presentable quality.
- Coordinate with Stage Director (Art) regarding logistics requirements of the Fellowship Night.

2nd Fellowship Night (Other Countries): Bangkok Chapter (c/o Roger/Bing Santos)

- Propose an overall theme and a programme for discussion/approval by the Council (deadline 24 October).
- Communicate with country participants regarding their presentations.
- Develop guidelines for presentations, e.g. time limits, type of presentations, costumes and others.
- Assign emcees and prepare talking points/script, if necessary.
- Follow-up of the preparations of each presenter.
- Coordinate with Stage director (Art) regarding logistics requirements of the Fellowship Night.

Music ministry: Lito Tuason/Jojoy Mission/Edwin Ong plus YFCs

- Suggest songs for worship, fellowship nights, breaks time, etc.
- Prepare lyrics of all songs in PowerPoint for LCD projection.
- Setup the ministry team and organize song practise.
- Arrange and prepare all necessary musical instruments.

Airport transfer: Louie, JR, Jerry plus SFC men, SOLD

- Prepare a schedule of airport pickup and return based on the registration database.
- Organize the working group and ensure that members of the team are well informed about their responsibilities and assignments.
- Prepare financial plan and request budget from the Council two weeks before the Conference.
- Reserve vans or bus, as appropriate.
- Setup CFC Conference banner at strategic places at the airport.

Tour arrangements: SIDA and Bangkok HOLD members

- Organize day-tour in and around Bangkok for foreign participants of the Conference.
- Contact a tour company, if appropriate, to provide the service or organize the tours by renting vans and assigning CFC members to serve as tour guides.
- Set appropriate fees for each tour package.
- Provide tour information to Edgar for dissemination through the Conference website.
- Setup a tour guide working group.
- Setup a tour table at the Conference.

Pre and post conference hosting/hotels: Francis/Kat Household

- Arrange local hosting for foreign participants upon their requests. This information is provided from the online registration and should be available as basis for organizing local hosting few weeks before the Conference.
- Seeks volunteers from the community to host foreign participants. Each host should provide information as to the type of accommodation available and how many people could be accommodated.
- Liaise with foreign participants and their local host and ensure that both parties are informed about the hosting arrangements.

Mass: Eman/Tootchie Canillas

- Prepare all mass paraphernalia, mass guide, collection boxes, etc.
- Assign readers, altar boys/girls.
- Coordinate with priests/bishops and music ministry.

T-shirt and souvenir: Pats/Carla Gonzales

- Arrange for Conference T-shirts and souvenirs for sale at the Conference.
- Ensure that the sale is profit-making to help support the Conference expenses.

Bookstand (Flame ministry):

Leny San Diego
Juliet Amoguis

- Setup a CFC Flame ministry bookstand at the Conference venue and manage the table.
- Order CFC materials for sale from CFC Manila and CFC Bangkok and set prices of these materials. Participants from Manila could be requested to bring the materials, if they agree.
- Prepare a financial report after the Conference and deposit the net proceeds to CFC Thailand bank account.
- Unsold materials to be handed over to the CFC Thailand office.

Children activities (KFC)

KFC Coordinators (Toto/Marichu,
Jason/Binay) with assistance from SFC women

- Organize kids' activities during the Conference.
- Setup a registration table for kids accompanying their parents at the Conference.

Up-country delegates coordination

Prakan, Arom, Peter

- Arrange accommodation/food for up-country participants.
- Prepare a programme of activities for up-country members.
- Ensure that up-country participants are well integrated into the programme of the Conference (e.g. providing presentations on the theme of the Conference in Thai).

Non-Baan Phu Waan Accommodation/Food arrangement

Sonny/Ytess Montalbo

- Arrange accommodation/food for non-staying (BPW) participants.
- Coordinate with concerned participants regarding accommodation and food arrangement during the conference.
- Make the necessary booking in advance.

First Aid

Chat/Maryanne, Madge, Anna Hupana

- Setup and man a First Aid table during the Conference.