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Running & Staffing Your Proceedings Office & Other Important Roles

Wednesday, 29 November 2017 11:30 (40 minutes)

Running a proceeding's office can be full of traps and generate a lot of extra work for your team and leave even more work to be finished after the conference if not run efficiently. This talk will draw on many experiences in staffing, constructing, and running a proceedings office, and the roles that surrounding office have in contributing to the smooth operation, and achieving the final bundle of material for publication.

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