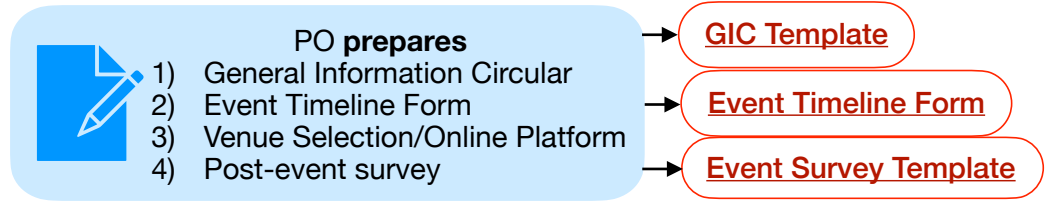# APEC Virtual Project Event Timeline
Pre-event
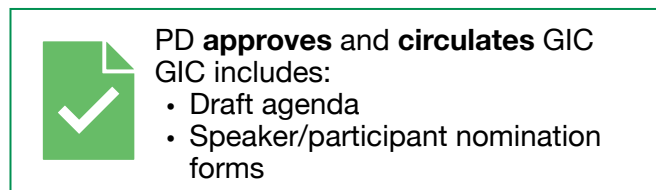
At least 16 weeks before event

PO **prepares**
1) General Information Circular
2) Event Timeline Form
3) Venue Selection/Online Platform
4) Post-event survey

→ GIC Template

→ Event Timeline Form

→ Event Survey Template

At least 12 weeks before event

PO **reaches out** to Non-Member Participant speakers/experts (if any)

PO **submits** General Information Circular including draft agenda

PD/PE **reviews** GI and **gives feedback**

Repeat as necessary
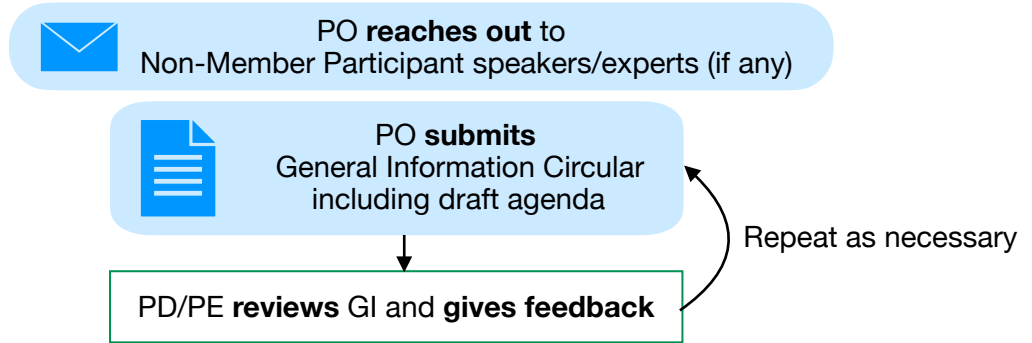
At least 8 weeks before event

PD **approves** and **circulates** GIC
GIC includes:
- Draft agenda
- Speaker/participant nomination forms

At least 6 weeks before event

PO **submits**
- Non-Member Participants (NMP) list
- APEC-funded speakers list
- Speaker CVs/short bios

→ Non-Member Guidelines

→ APEC-funded travellers list template

PD/PE **reviews** NMP and APEC-funded speakers list, **requests revisions** from PO (if needed)

PD **circulates** NMP list for endorsement by forum members
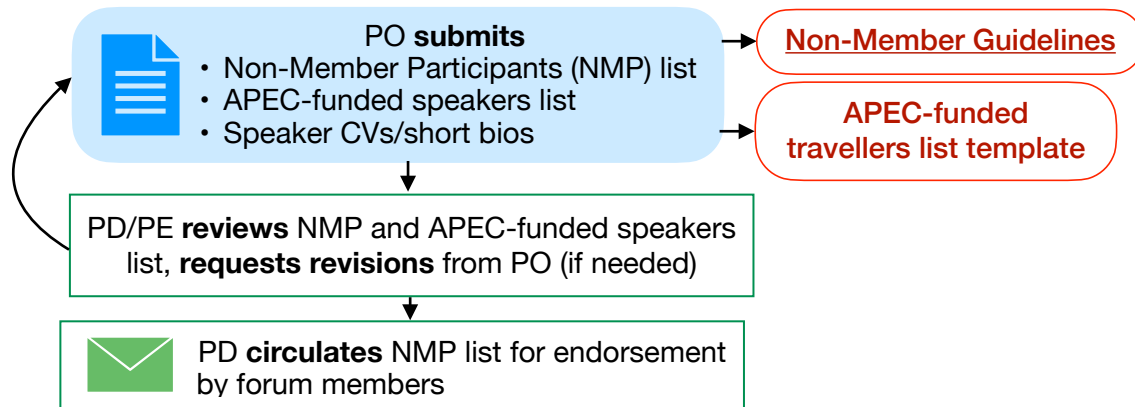
At least 4 weeks before event

PE **informs PO** of NMP approval outcome

PE **issues** travel/honorarium undertaking (if any)
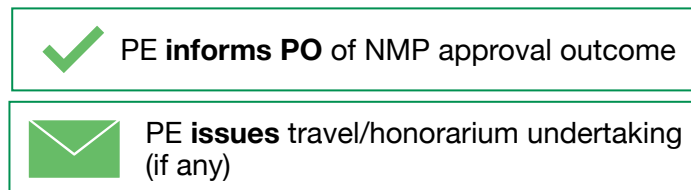
At least 1 week before event

PO **circulates to participants**
- Final Agenda
- Meeting link

Event/Workshop